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VOCATIONAL TRAINING
FOR
VETERANS

MANUAL OF PROCEDURES

State of Illinois
BOARD FOR VOCATIONAL EDUCATION
Springfield

State of Illinois
Board for Vocational Education
Springfield

MANUAL OF PROCEDURES

FOR

VOCATIONAL TRAINING

FOR VETERANS

Vernon L. Nickell, Executive Officer

Ernest J. Simon, Director

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BOARD FOR VOCATIONAL EDUCATION

STATE OF ILLINOIS

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VETERANS ADMINISTRATION SUB-REGIONAL OFFICES AND COUNTIES SERVED

1.	2.	3.	4.
Chicago Regional 366 W. Adams St. Chicago 6, Ill.	Holland Bldg. 6 W. Seminary St. Danville, Illinois	City Hall Bldg., Rm. 201 4th Avenue & Broadway Gary, Indiana	Cutler Bldg. 301-305 S. Main St. Rockford, Illinois
Cook	Champaign	Lake	Boone
DuPage	Clark	La Porte	Carroll
Grundy	Coles	Porter	DeKalb
Kane	Cumberland		JoDaviess
Kankakee	Douglas		Lee
Kendall	Edgar		McHenry
Lake	Ford		Ogle
Will	Iroquois		Stephenson
	Vermilion		Whiteside
			Winnebago
Pittenger Hotel 137-139 Locust St. Centralia, Ill.	Metropolitan Bldg. East St. Louis, Illinois	517-521-523 Fulton St. Graham Building Peoria, Illinois	United Mine Wkrs. Bldg. 410 E. Monroe St. Springfield, Illinois
Clay	Alexander	Bureau	Adams
Crawford	Bond	Fulton	Brown
Edwards	Calhoun	Hancock	Cass
Fayette	Clinton	Henderson	Christian
Effingham	Greene	Henry	DeWitt
Franklin	Jackson	Knox	Logan
Gallatin	Jersey	LaSalle	Macon
Hamilton	Macoupin	Livingston	Morgan
Hardin	Madison	Marshall	Moultrie
Jasper	Monroe	Mason	Piatt
Jefferson	Montgomery	McDonough	Pike
Johnson	Perry	McLean	Sangamon
Lawrence	Pulaski	Mercer	Schuyler
Marion	Randolph	Peoria	Scott
Massac	St. Clair	Putnam	Shelby
Pope	Washington	Rock Island	
Richland	Union	Stark	
Saline		Tazewell	
Wabash		Warren	
Wayne		Woodford	
White			
Williamson			

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AUTHORIZATION AND GENERAL PROCEDURES

AUTHORIZATION FOR VETERAN TRAINING

The "Servicemen's Readjustment Act of 1944," or as it is more commonly called, the "G. I. Bill of Rights," was passed by the 78th Congress and approved by the President on June 22, 1944. This Act, which is also known as Public Law 346, provides "Federal Government aid for the readjustment in civilian life of returning World War II veterans." Certain phases of the law were later amended by Public Law 268. Public Law 346 states that a veteran is entitled to education or training for a minimum of one year plus an additional period not to exceed the time in active service up to a maximum of four years.

Public Law 16, which was also passed by the 78th Congress and approved on March 24, 1943, makes provision for the rehabilitation of disabled veterans. This Act provides for training of the veteran who is handicapped due to disabilities incurred while in service and assists him in obtaining that type of employment which best fits his needs.

TYPES OF PROGRAMS UNDER PUBLIC LAW 346

There are two types of training set up under Public Law 346 in which the veteran may enroll for education or training. The first is called institutional and is offered in universities and colleges; business, technical and vocational schools; and other educational institutions. The second type of education or training is called training-on-the-job, which is the learning of an occupation through experiences on a job combined with organized instruction which serves to make those experiences meaningful. The experiences on the job will in large measure be concerned with the "hows" of the job, while the related instruction will provide the "whys" of the job activities, and other technical information that would not normally be taught on the job.

ENTITLEMENTS TO VETERANS

The veteran may obtain training in any occupation or job which requires at least six months of on-the-job training and related instruction to enable him to meet the minimum occupational requirements. This includes an almost unlimited number of occupations in such fields of work as agriculture, business, trade and industry.

The length of education or training to which a veteran is entitled is determined by the period of time he spent in active service on or after September 16, 1940. Any veteran who has served a minimum of ninety days or who has been discharged or released from active service by reason of a service-incurred injury or disability is eligible to receive a year of education or training. In addition, the veteran is entitled to a period or periods of education or training equivalent to the total length of time he was in active service on or after September 16, 1940, and before the termination of the war. In no event shall the total period of education or training exceed four years.

The veteran is paid the established learner's wage by his employer during the period of his on-the-job training. In addition, the veteran may receive a subsistence allowance from the Veterans Administration not to exceed $65 per month if he is without a dependent or dependents, or $90 per month if he has a dependent or dependents. In no instance, however, shall the wages from the employer plus the subsistence allowance exceed the objective wage as a trained worker. (As the wages paid to the learner by the employer approach the objective wage, the subsistence allowance may decrease so that the learner does not receive a total amount in excess of the objective wage.)

More detailed information concerning the Entitlements to Veterans may be secured from such sources as: A copy of Public Law 346, 78th Congress, as amended by Public Law 268, 79th Congress, available from your United States senator or congressman; the Illinois Veterans Commission; the Veterans Administration; and local organizations established to provide advisory services for veterans.

STANDARDS FOR TRAINING ON THE JOB

The controlling purpose of any training-on-the-job program for veterans under the provisions of Public Law 346, known as the G. I. Bill, must be the interest and welfare of the veteran in training. An on-the-job program must give the veteran complete experience and training in all phases of the occupation in order that when he completes the program, he will be qualified for the occupation for which he is being trained. This training must include an organized program of supervised job activities together with a related instruction plan. Business firms, farmers, industrial establishments, schools and other agencies offering vocational training for veterans are referred to in this manual as training facilities.

To be approved as a facility eligible to provide training-on-the-job to veterans under the Servicemen's Readjustment Act of 1944, such establishments must meet the following minimum requirements:

1. The training must be established for a recognized occupation which requires the acquisition of skills and information, the learning of which should require a minimum of six months of training-on-the-job.

2. The veteran must be placed under the instruction and supervision of a fully trained and competent person who has had successful experience in the occupation and has demonstrated ability to instruct.

3. The schedule of on-the-job experiences must be organized to provide the veteran with experiences needed to qualify him as a fully trained person in the occupation for which training is being given.

4. A related instruction plan, providing for a minimum of 144 hours of instruction per year, is required as a part of the program of training for each occupation. This instruction plan should use the facilities of an educational agency, such as the public secondary schools, or organized instruction may be given by the employer.

5. The facility must have adequate space, equipment and personnel to provide training.

6. The facility must keep adequate records of the veteran's progress in his training-on-the-job.

7. There must be assurance that the training will qualify the veteran directly for the position for which the training is being given.

8. The length of the training period shall not exceed the normally accepted time for acquiring proficiency in the occupation for which training is proposed.

THE PLACE OF THE STATE AND LOCAL EDUCATIONAL AGENCIES IN THE TRAINING PROGRAM

"Paragraph 4, Part VIII of the Law makes it clear that the approval and supervision of educational and training institutions, including on-the-job establishment ..... are the prerogatives and responsibilities of the State. The Veterans Administration is specifically prohibited from performing such functions by Paragraph 8, Part VIII, Public Law 346." (Quoted from a letter from Mr. A. L. Combes, Director, Education and Training Service for Vocational Rehabilitation and Education, to Vernon L. Nickell, Superintendent of Public Instruction.)

A direct opportunity and obligation of the public school is to offer training designed to provide the related instruction required by the various training-on-the-job or educational programs for veterans. Such instruction is a definite part of the training-on-the-job program and must be provided through some means, either by the public schools or some other agency. Sound educational practices indicate that such instruction should be a part of the instructional activity of the public schools. It is, therefore, important that the public schools make provision for meeting these training needs.

TRAINING FOR THE RIGHT JOB

Helping the veteran to select the right job and also the right on-the-job training is one of the first and most important steps in the training process. This is a responsibility of those who are in a position to assist the veteran with his training program. The following specific suggestions have been found helpful to persons who counsel with veterans relative to selecting a job and progressing in their education or training.

The veteran should have the opportunity of securing from a counselor or some other qualified source information about jobs, openings, job trends, and kinds of jobs for which training is available. He should have sound information concerning all aspects of the job which he is considering, such as, requirements, employment opportunities, abilities necessary, working conditions, wages and hours, and the like.

The veteran should secure an accurate evaluation of his own abilities in relation to the job or training under consideration. It is of critical importance that the veteran select a job and training which is in keeping with his abilities, interests, and opportunities. Assistance should be provided whenever necessary in order that he may make satisfactory selections.

It is important that some qualified person be assigned to take a direct and personal interest in assisting the veteran to adjust to the training program and to meet difficulties which may arise during the course of training. Persons responsible for counseling should have available such information about the veteran as is necessary for sound and continuous assistance. The favorable position of the schools to provide assistance for this necessary counseling service should not be overlooked.

PROCEDURES IN REGARD TO VETERAN TRAINING

1. The Veteran

A veteran who desires to enter upon a training program must file with the Veterans Administration, 366 West Adams, Chicago 6, Illinois, an application (Form 1950) together with a certified copy of his discharge and proof that he has dependents, if such is the case. Assistance in these procedures may be obtained from (1) the Illinois Veterans Commission, (2) the Veterans Administration, or (3) local organizations established to provide advisory services for veterans. The Veterans Administration will send to the veteran a certificate of eligibility (Form 1953) which the veteran will present to the facility with which he intends to take training.

2. The Employer

An employer who wishes to provide training-on-the-job for veterans will apply to any public high school or county superintendent of schools for the proper application blanks and complete instructions. The employer should clearly state the occupation or job for which he desires to offer training and his complete address.

3. The School

The school will have available for employers the Application Blanks for Approval of Training Facilties and should assist the applicants in formulating their training programs and properly filling out the forms. A supply of Application Blanks for Approval of Training Facilities in the fields of Agriculture, Business and Trade and Industry will be furnished upon request to the school by the Board for Vocational Education, 216 E. Monroe Street, Springfield. The school should send the completed application form and the training outline to the Board for Vocational Education.

Public high schools will receive notification of recommendations of approval of training-on-the-job facilities from the Board for Vocational Education. This information, along with the assistance already provided by the school in organizing the training outline, will enable the school to determine the needs for establishing programs of related technical and/or supplementary shop instruction. Specific suggestions pertaining to organizing classes in various vocational fields are given in the special chapters relating to Agriculture, Business, and Trade and Industry.

4. The Board for Vocational Education

Vernon L. Nickell, Superintendent of Public Instruction, as Executive Officer of the Board for Vocational Education, has delegated to the State Board for Vocational Education the responsibility of examining facilities and training programs for other than professional or college training and recommending appropriate action in regard to approval. Specifically, this applies to the various types of training-on-the-job and to trade and vocational schools. The Board for Vocational Education has also been charged with the responsibility of supervising the nature and quality of training offered. It is the function of the Board to assist public schools in establishing and developing programs of vocational education, including related instruction. Procedures for obtaining approval and for offering instruction and education by employers and public schools have been drawn up by the various Services of the Board for Vocational Education. These are described in detail in subsequent chapters of this Manual of Procedures.

PROCEDURES FOR VETERANS TRAINING

IN

FARMING

WHAT THE VETERAN MUST DO TO BECOME ELIGIBLE TO ENROLL FOR TRAINING

Take his certified copy of his service discharge to a County Service Officer of the Illinois Veterans Commission, or Veterans Administration, who will advise and assist him in filling out the proper form for requesting his Form 1953, "Certificate of Eligibility and Entitlement." This form will then be mailed to the Veterans Administration.

The Veterans Administration will then send Forms 1953a and 1953b, "Certificate of Eligibility and Entitlement," to the veteran certifying his eligibility and the amount of training to which he is entitled.

Veteran presents Forms 1953a and 1953b, "Certificate of Eligibility and Entitlement," properly filled out to the high school. The high school will fill in the required information on the front of Forms 1953a and 1953b under the heading "Endorsement." Instead of filling in the back of Forms 1953a and 1953b, fill out G.I. Ag.-Forms 4 and attach them to Forms 1953a and 1953b. The form 1953a with G.I. Ag-Form 4 attached should be mailed direct to the Veterans Administration, 366 West Adams Street, Chicago, Illinois. Form 1953b and the attached G.I. Ag.-Form 4 should be retained by the high school.

The veteran must complete Form 1 (Agreement with Farmer) and present it in triplicate to the high school.

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G.I. Ag.-Form 4

CERTIFICATION FOR COOPERATIVE TRAINING IN FARMING

This form used instead of filling out the back of 1953a.
Attach to 1953a and return to Veterans Administration.

1. Name of Veteran _____ C-Number _____
2. Years of farm experience _____ Educational Level _____
3. Date veteran commenced training on the farm _____ 19___
4. Estimated hours of training per month on the farm _____
5. Name of approved farmer-trainer _____
6. Address of approved farmer-trainer _____
7. Total length of farm training course in months _____
8. Objective monthly earnings _____ $ _____
9. Beginning monthly earnings (Include cash and indirect allowances)$ _____
10. Relationship of farmer-trainer to trainee: Check those that apply.

Related by blood _____ Related by marriage _____ Employer _____

11. Signature of farmer-trainer _____

12. Date veteran enrolled for class work _____ 19___
13. Number of months covered by training course _____
14. Cost of course per year and hours of instruction per week will be as per terms of Contract No. VA 28 r Ve-21 between the Illinois State Board for Vocational Education and the Veterans Administration, and need not be included here.
15. Name of approved school _____
16. Address of school _____

_____
Signature of Authorized School Official

(School should duplicate this form for use of veterans.)

_____
Title

_____
Date

5/8/46

WHAT THE SCHOOL SHOULD DO TO OFFER THIS TRAINING

When the request of seven or more eligible veterans indicates a desire to take advantage of the educational program under Public Law 346 (G.I. Bill of Rights), the school should secure forms (1) "Proposal for Cooperative Training Program in Farming," and (2) "Facilities for On-the-Job Training in Farming," from the State Board for Vocational Education, 216 East Monroe Street, Springfield, Illinois.

Fill out the Form II, "Proposal for Cooperative Training in Farming," in triplicate. Forward two copies of this form to the Illinois Board for Vocational Education and retain one copy for your files. When this form is approved, it carries with it approval for all veteran training in farming and need not be submitted again for additional veterans who enter the farm training program.

Fill out the Form I, "Facilities for On-the-Job Training in Farming," in triplicate for each veteran in the program. Forward two copies of this form for each veteran to the Illinois Board for Vocational Education and retain the third copy for your files.

The Form I, "Facilities for On-the-Job Training in Farming," must be submitted in duplicate to the Illinois Board for Vocational Education for each additional veteran entering the training program.

Your "Proposal for Cooperative Training Program in Farming" must receive final approval from the Superintendent of Public Instruction. When granted, this approval will be effective as of the date your proposal was received in this office.

At the end of each month, reports of attendance, work done by the veterans, and costs of instruction will be forwarded by the high school offering the training to the State Board for Vocational Education, who will forward necessary information to the Veterans Administration. These forms will be the basis for (1) payment by the Veterans Administration for subsistence to the veteran, and (2) payment by the State Board for Vocational Education for cost of instruction to the school.

5/8/46

G.I. Ag.-Form 2

State of Illinois
Board for Vocational Education
216 East Monroe Street
Springfield

Submit in duplicate to; Ernest J. Simon, Director of Vocational Education
216 East Monroe Street, Springfield, Illinois

PROPOSAL FOR COOPERATIVE TRAINING PROGRAM IN FARMING
(Under Servicemen's Readjustment Act of 1944, P.L. 346)

Date _____

Name of School _____

Address of School _____

Name of School Administrator _____

Instructor of Veterans' Class:

Vocational Agriculture Teacher: Name _____

Special Teacher: Name _____ (Submit G.I.Ag.-Form 3)

Program Proposed (On-the-Farm Training combined with Institutional Training)

1. On-the-Farm Training.

Each veteran will contract with an experienced farmer for "on-the-farm" training for a minimum of 2000 hours per year. A statement of (1) the farm facilities, (2) the proposed work experiences, and (3) the wage scale for each veteran will be submitted, in duplicate, to the State Board for Vocational Education on G.I.Ag.-Form 1, "Facilities for On-the-Job Training in Farming."

2. Class and Individual Instruction.

Class instruction shall be organized for the veteran for not less than 120 hours or more than 250 hours per year. A class session shall not exceed three hours duration. Not less than six hours of such instruction shall be given in each month except June, July, and August, in which months there shall be not less than three hours of class instruction. Only those classes conducted by the teacher, or where the teacher is present, shall count toward the 120 hours required. In addition, veterans should be urged to attend other agricultural meetings for at least 25 hours per year.

The class instructor shall visit each veteran enrolled at least once per month on the farm where the veteran is working. Each visit shall be for two hours or more. These visits are for the purpose of checking on the progress made by the veteran and for correlating the class work with the on-the-farm training.

Signed: _____
High School Administrator

5/8/46

G.I. Ag. - Form 1

State of Illinois
BOARD FOR VOCATIONAL EDUCATION
Springfield

Name of Veteran Trainee
Home Address of Trainee
Attach list if more than one.

If Type I - Submit in duplicate to E. J. Simon, Director, 216 E. Monroe St., Springfield, Illinois.
If Type II - Submit in triplicate to local high school.

FACILITIES FOR ON-THE-JOB TRAINING IN FARMING
(Under Servicemen's Readjustment Act of 1944, P.L. 346)

Date _____

I. Name of (1) high school, if Type II; or (2) farmer, if Type I, responsible for the training program: _____ Address _____

II. Name of Farmer giving on-the-job training _____

His address _____ Age _____

His experience in farming _____

_____

_____

Other qualifications _____

_____

_____

III. Description of the farm or farms and type of farming where veteran is to receive on-the-job training.

Size of farm or farms: _____ acres. Acres in cultivation _____

Names of Crops Produced	Average Acres per Year
Corn	
Beans	
Wheat	
Oats	
Hay	
Orchard	
Vegetables	

Kind of Animals on the Farm	No. of Head
Swine	
Dairy Cattle	
Beef Cattle	
Sheep	
Poultry	
Horses	
_____	

5/8/46

IV. List farming equipment and machinery on the farm available for training purposes.

V. What arrangements have been made for the required 144 hours of instruction other than work experience on the farm? This instruction may be secured by attendance at a regular evening school conducted by a high school vocational agriculture department, covering 144 hours per year including one visit by the instructor to your farm per month. Any high school may offer a special evening school for veterans provided the instructor is a person trained in agriculture. If no evening class is available, then arrangements must be made with an agriculture teacher, farm adviser, soil conservation specialist, or other person trained in agriculture to help the veteran secure 144 hours of instruction per year. This instruction may be secured by individual conferences, attendance at agricultural meetings, demonstrations, short courses, etc.

I am acquainted with the facilities for on-the-job training in farming as submitted in this report. I believe the facts submitted in this report are correct.

*Signed _____

*Title _____

Date _____ Address _____

*This form may be signed by a representative of an agricultural agency, or vocational agriculture teacher, or farm adviser.

THE PROGRAM OF ON-THE-JOB TRAINING IN FARMING

	Kind of Training or Experience	Average Number of Hours per Year
(Example only)	Mixing rations and feeding dairy cattle.....	400 hours
	Preparing seed bed, planting, growing and harvesting corn...	300 hours
	Repairing farm machinery.....	100 hours
	OUTLINE YOUR PLAN HERE - (Minimum of 2000 hours for one year) (Maximum 4 years)	

Signed: _____
Farmer giving on-the-job training

Period	Time in Mos.	*Proposed Rate of Pay	Period	Time in Mos.	Rate of Pay
1st Period	_____	_____	3rd Period	_____	_____
2nd Period	_____	_____	4th Period	_____	_____

Rate when fully trained as farm operator, per month _____

*Note: If employed, use contract wage. If renter or owner, rate of pay for first period will be average earnings of beginning farmers in your locality. Rate of pay when fully trained will be average earnings of experienced farmers in your locality.

WHAT THE STATE BOARD DOES IN PROCESSING THE APPLICATION

Approving the School

Upon receipt by the State Board of G.I. Ag.-Form 2, it is checked to see that it is properly filled out and signed. If a special teacher is to teach the veteran class in farming, then G.I. Ag.-Form 3 (Approval of Special Teacher) is checked to see that he has the required qualifications. If these forms are in order, a letter is sent to the Superintendent of Public Instruction recommending approval of the proposed program. The Superintendent of Public Instruction then notifies the school that its program is approved.

Reviewing the Facility for On-the-Farm Training (G.I.Ag.-Form 1)

After the local school has reviewed the G.I. Ag.-Form 1 of a veteran, two copies of the form are sent to the State Board for Vocational Education, and one copy is retained by the school.

The State Board examines each G.I. Ag.-Form 1 for the purpose of determining the following:

1. That the farm and the scope of work on the farm offer the veteran an opportunity for experiences which are needed in a training program for a farm operator.

2. That the farmer-trainer is capable of offering on-the-farm instruction for successful farming.

3. That there is an outline of the farm experiences and the instruction which the farmer-trainer agrees to give the veteran.

If the training possibilities are doubtful on the farm where the veteran is working, then the G.I. Ag.-Form 1 of the veteran is sent to his local County USDA Committee for their recommendation.

When the G.I. Ag.-Form 1 of a veteran is approved, one copy of the form is sent to the Veterans Administration, and the school is notified that the farm agreement is acceptable.

THE INSTRUCTIONAL PROGRAM OF VETERAN FARM TRAINING

This instructional program consists of a combination of (1) instruction on the farm, and (2) instruction for the group in organized classes.

1. On-the-Farm Training.

Each veteran enrolled in the veteran farm training program must have a written agreement with an experienced farmer whereby the veteran will secure a minimum of 2000 hours of farm experience on an approved farm under the guidance and direction of the farmer-trainer. A farm to qualify for approval shall be of sufficient size and scope to offer the veteran opportunity for experience in all of the common farm operations in the type of farming for which the veteran is training. The veteran must participate as a learner under the instruction of the farmer-trainer in all the farm operations conducted on the approved farm throughout the year. If employed by a farmer, the veteran shall be paid a learner's wage by the farmer for his work on the farm, based upon the value of the veteran's services to the farmer-trainer.

2. Class and Individual Instruction.

(a) Class instruction shall be organized for the veteran for not less than 120 hours per year or not more than 250 hours per year. A class session shall not exceed three hours duration, and not less than six hours of such instruction shall be given in each month except June, July, and August, in which months there shall be not less than three hours of class instruction. Only these meetings where the teacher is conducting the class work, or where the teacher is present, may be considered as counting toward the 120 hours required. In addition, veterans should be urged to attend other agricultural meetings for at least 25 hours during the year. Unavoidable absence of veterans from class up to 12 hours during the year may be made up by veterans attending special agricultural meetings, even though the teacher is not present at such meetings.

(b) The class instructor shall visit each veteran enrolled in his class at least once per month on the farm where the veteran is working. Each visitation shall be for two hours or more. Total visitation by the instructor on the farm of any one veteran during a period of one year shall be not less than 24 hours or more than 100 hours. These visitations are for the purpose of checking on the progress made by the veteran in his training program and to correlate the class instruction with the on-the-farm experiences of the veteran.

5/8/46

ORGANIZING VETERAN CLASSES IN FARMING

1. High schools may organize courses in Illinois.

Any high school may organize and conduct a class or classes in farming for veterans provided the high school is approved by the Superintendent of Public Instruction to offer such classes. Application for approval of the high school to offer veteran classes in farming should be made on G.I.Ag.-Form 2, which may be secured from the State Board for Vocational Education, 216 East Monroe Street, Springfield, Illinois.

2. Vocational agriculture instructor may teach a class.

A vocational agriculture teacher, fully employed for regular high school and evening classes, may teach one but not more than one class of veterans. If more than one class of veterans is organized by a high school, a special teacher must be employed to teach classes in excess of the one class.

3. Special teachers may be employed.

High Schools without a vocational agriculture department may employ a special teacher to teach veteran classes. A special teacher may teach not more than five veteran classes. He may teach one class only, or he may teach as many as five classes in one school, or one class in each of five schools, or any other combination.

4. Approval of special teachers.

The special teacher must be approved by the State Board for Vocational Education. The school should submit the qualifications of the special teacher on G.I.Ag.-Form 3, which may be obtained from the State Board for Vocational Education.

5. Requirements of veterans who enroll.

An eligible veteran must agree with the high school to meet the requirements of "The Instructional Program of Veteran Farm Training." He shall present G.I.Ag.-Form 1 in triplicate to the high school, properly filled out and signed. He shall be considered as officially enrolled when he attends his first class meeting.

6. Size of veteran classes.

(a) If taught by a regular high school teacher.

Minimum of 7 veterans and maximum of 10 veterans.

(b) If taught by a special teacher.

Minimum of 10 veterans and maximum of 15 veterans.

7. Enrollment of veterans.

When maximum enrollment in any class has been reached, then enrollment shall cease until some future date when arrangements have been completed to take care of a new class of veterans.

5/8/46

FINANCING VETERAN CLASSES IN FARMING

1. Plan of payments by the State Board for Vocational Education.

Monthly reimbursement to high schools for veteran classes in farming will be for actual expenditures by the high school.

(a) For instructor's salary if fully employed regular high school teacher.

$40.00 per month for class of 7 and not more than 10 veterans, including cost of travel for supervision on the farm.

5¢ per mile but not to exceed $5.00 per month for travel to conferences called by the State Board, special meetings, trips to secure teaching materials, etc.

(b) For instructor's salary if special teacher,

$60.00 per month per class of 10 and not more than 15 veterans, including cost of travel for supervision on the farm.

5¢ per mile but not to exceed $5.00 per month for travel to conferences called by the State Board, special meetings, trips to secure teaching materials, etc.

(c) For administration and instructional supplies to the school.

$3.00 per month per veteran (maximum). Includes costs of consumable educational supplies, rent on films and educational materials, postage, telephone, clerk costs for making required reports, and educational materials costing less than $1.00. (Payments will be for actual cost.)

(d) For books and educational supplies which become the property of the veteran.

This includes those items which a student is ordinarily required to purchase for his own use in a course in agriculture.

$50.00 per veteran per year (maximum).

2. The school shall furnish without charge such of its own facilities and equipment as are needed to conduct this program.

3. The local school and the State Board for Vocational Education have no responsibility for subsistence payments to veterans. Such subsistence payments to veterans will be paid directly by the Veterans Administration to the veterans.

4. Regular evening classes with veterans and non-veterans enrolled will receive no pay from the Veterans' Training Fund. Such classes are to be reimbursed by the State Board for Vocational Education out of regular funds to the extent of 66 2/3% of the salary of the teacher based on a maximum salary of $8.00 per session. In no case shall payment for any classes be requested from both the Veterans' Training Fund and the regular funds of the State Board for Vocational Education.

5/8/46

SUGGESTED MINIMUM QUALIFICATIONS FOR SPECIAL TEACHER

A teacher who has completed not less than 24 semester hours of college work in technical agriculture.

A farmer who has completed not less than 24 semester hours of college work in technical agriculture and who is recognized by his community as a progressive and successful farmer.

Local mechanics or specialists in one field of agriculture might be used as instructors for the part of the course in which they are specifically qualified, but they should not teach the complete course.

Special teachers with qualifications less than 24 hours as listed in the second paragraph will be approved if recommended by (1) the local school and (2) the county U.S.D.A. Council.

G.I. Ag. - Form 3

State of Illinois
Board for Vocational Education
216 East Monroe Street
Springfield

APPROVAL FORM
SPECIAL TEACHER OF VETERAN CLASSES IN FARMING

(Submit in duplicate to J. E. Hill, 216 E. Monroe St., Springfield, Ill.)

Date _____

Name of Special Teacher _____

Address _____ Age _____

Present Occupation _____

Semester hours of college credit in agriculture _____

From what college _____

Have you special qualifications in (1) horticulture? ___ (2) dairy? ___

Farming experience _____

_____

Teaching experience _____

_____

Where do you plan to teach if approved? _____

_____

Signed: _____ Signed: _____
Applicant

High School _____

(Additional recommendations if applicant has less than 24 semester hours of college credit in agriculture.)

We, the County USDA Council of _____ County recommend approval of the special teacher named above.

By: _____

Title _____

5/8/46

RECORDS AND REPORTS

The Veterans Administration has signed (May 1946) a contract with the State Board for Vocational Education whereby the State Board is the training agency for veteran training in farming in the State of Illinois, effective February 1, 1946.

Based upon the terms of this contract, all records and reports concerning the instructional programs and the costs of such instructional programs will be made by the local high school to the State Board for Vocational Education, 216 East Monroe Street, Springfield, Illinois. These reports will be made monthly on forms furnished by the State Board. The State Board for Vocational Education will reimburse monthly the local schools for costs of instruction in accord with the stated provisions for "Financing Veteran Classes in Farming" as stated on page A-10. Forms for making these monthly reports will be prepared as quickly as possible and will be forwarded to the local high schools.

Subsistence payments to veterans remains the responsibility of the Veterans Administration only.

SUGGESTIONS FOR THE COURSE OF STUDY

The course of instruction for any veteran class should be organized as nearly as possible to fit the needs and interests of the veterans in the particular class. No standard course would fit in all the sections of Illinois. At the first class meeting, the teacher should discuss this problem of course of study with the veterans and try to outline a course which will meet the needs and interests of his class. Of course there are certain phases of agriculture, such as soil conservation or farm accounts, which have application in all parts of the state. Outlines covering these general aspects of farming are being prepared and will be sent to each teacher. The local teacher may use these basic outlines as the foundation of his course of study and fill out the organized course of instruction with the subject matter particularly useful to the veterans in his class. Outlines and sources of material for a number of special phases of farming are being prepared and will be available as soon as they can be prepared.

The teacher training department at the University of Illinois in cooperation with the State Board for Vocational Education is preparing a handbook for teachers of veteran classes in farming. The handbook contains many useful suggestions concerning methods and devices for organizing and teaching these classes. The publication will be ready for distribution in a short time.

A three-page mimeographed bibliography is now available from Vocational Agriculture Service, College of Agriculture, University of Illinois, giving information on the sources of motion pictures, slidefilms, bulletins, circulars, and other teaching aids.

5/8/46

VETERANS TRANSFERRING FROM ONE SCHOOL TO ANOTHER SCHOOL

All forms, letters, and other communications concerning an individual veteran must carry the veteran's Claim Number (C-No.) as shown on the original Certificate of Eligibility and Entitlement.

When a veteran wishes to transfer from one school to another school giving a similar course of training, it will be necessary for the veteran to secure a supplementary Certificate of Eligibility and Entitlement, Form 1953 or 7-1953a and b. To obtain the new certificate the veteran must take the following steps:

(1) Write a letter to the appropriate Sub-Regional Office of the Veterans Administration, stating the change desired and the reasons for the change. (Address of Sub-Regional Office included in "Manual of Procedures.")

(2) Attach securely to this letter a statement from the school he is leaving, showing the effective date of his discontinuance at that school and showing that he was in good scholastic standing at the time of his discontinuance.

(3) Attach to the letter a statement from the school he is to enter, showing that school's willingness to accept him as a student and the effective date of their acceptance. The veteran may enter the second school as of the stated effective date of their acceptance without waiting for the arrival of the new Certificate of Eligibility, provided the school is willing for him to do so.

(4) When the new Certificate does arrive, the veteran must present it to the authorized official of the school which should process it as for a new enrollment, including the certification of the information requested on the back of the Certificate of Eligibility, and forward both to the Regional Office of the Veterans Administration, 366 West Adams Street, Chicago 6, Illinois.

The local school shall report immediately to the Veterans Administration Regional Office, 366 West Adams Street, Chicago 6, Illinois, the date of interruption or discontinuance of training of any veteran-trainee.

VETERANS TRANSFERRING FROM ONE SECTION TO ANOTHER IN THE SAME SCHOOL

No report to the Veterans Administration is needed for transferring a veteran from one section in the school to another section in the same school. A statement of such transfer should be made on the monthly "Class Record" (G.I. Ag. 10) to the State Board for Vocational Education.

SUMMARY OF REPORTS REQUIRED FOR VETERAN TRAINING IN FARMING WHICH SHOULD BE SUBMITTED TO STATE BOARD FOR VOCATIONAL EDUCATION

Form G.I. Ag. 8 - Individual Course and Progress Record.

The school must retain and maintain one copy. Two copies due in State Office one month after veteran enrolls. Course outline must cover period from beginning of course to March 1, 1947.

Form G.I. Ag. 9 - Veteran's Class Registration.

One copy completed by each veteran must immediately be sent to State Office. One copy may be retained by the school.

Form G.I. Ag. 10 - Class Record.

One copy must be sent to the State Office at end of each calendar month. The report is due in the State Office on or before the tenth of the month following the calendar month reported. One copy must be retained by the school.

Form G.I. Ag. 11 - Financial Report.

Two copies must be sent to the State Office at end of each calendar month. The report is due in the State Office on or before the tenth of the month following the calendar month reported. One copy must be retained by the school.

Bills for all expenditures must be kept on file in the school for audit at any time.

Any class operated exclusively for veterans since February 1, 1946 is eligible for reimbursement from the Veterans Training Program Funds. All the forms listed above must be made out for each calendar month in which courses were in operation.

INDIVIDUAL PROGRAM AND PROGRESS RECORD

Form G.I. Ag. 8 (see page 20) should be filled out for each veteran within 30 days of his enrollment in class. Two copies should be forwarded to the State Board for Vocational Education and one copy kept on file in the school.

These individual programs for each veteran should be for the period ending March 1, 1947. Thereafter they should be made annually from that date.

The sample G.I. Ag. Form 8 (see page 19) should be used as a guide only. The veteran's training outline should include a breakdown of jobs for each enterprise and activity to be included in the individual's program. This will include the jobs to be covered in the class discussion, individual conferences, and by the farmer-trainer. Those jobs to be covered by class discussion may be the same for the veterans in one class. In addition, special jobs to be covered individually by conferences or by the farmer-trainer should be included for each veteran. These will vary for the veterans depending upon their degree of advancement and individual needs. The total of these jobs and activities will constitute the complete training program for the individual veteran and should include all those things which he is to learn and do. All items in the program should be stated so that they can be checked as to their degree of completion.

BOARD FOR VOCATIONAL EDUCATION
Springfield, Illinois

G.I.Ag.8

VETERAN TRAINING
INDIVIDUAL PROGRAM AND PROGRESS RECORD

Trainee _____ Occupation _____ C-No. _____

School _____ Date Entering Class _____

School Address _____ Record Completion as Follows:

Suggestive Items for a Program

Partial ☒ Completed ☒

Item No.	Topics of Training Program Subjects, Jobs, Operations	Compltd. Class	Compltd. Farm	Item No.	Topics of Training Program Subjects, Jobs, Operations	Compltd. Class	Compltd. Farm
	Soil Conservation						
1.	Determine land slope			40.	Collect soil samples		
2.	Determine loss of topsoil			41.	Map field for acidity		
3.	Identify soil types			42.	Map field for phosphorus		
4.	Make soil map of farm			43.	Map field for potash		
5.	Apply limestone			44.	Apply limestone		
6.	Apply phosphate			45.	Apply phosphorus		
7.	Lay out contour lines			46.	Apply potash		
8.	Establish strip crops			47.	Select the variety		
9.	Plant crop along contour			48.	Secure good seed		
10.	Lay out a terrace			49.	Decide use of nurse crop		
11.	Construct a terrace			50.	Prepare seed bed		
12.	Establish grass waterway			51.	Inoculate seed		
13.	Smooth in and seed small gully			52.	Decide method of seeding		
14.	Construct a sod flume			53.	Decide rate of seeding		
15.	Construct diversion ridge			54.	Seed the field		
16.	Establish permanent pasture			55.	Apply fertilizers		
17.	Establish farm woodlot			56.	Cultivate		
18.	Care for woodlot planting			57.	Decide stage to cut		
19.	Establish a farm pond			58.	Cut for hay		
20.	Classify fields according to land-use			59.	Decide method of curing hay		
				60.	Cure hay		
21.	Make a farm land-use map			61.	Put up the hay		
22.	Make a farm conservation plan			62.	Use alfalfa for pasture		
	Corn			63.	Prevent bloat of animals		
23.	Decide fields to use				**Swine**		
24.	Choose variety			64.	Decide no. of brood sows		
25.	Test soil			65.	Select breeding animals		
26.	Decide fertilizer needs			66.	Purchase breeding animals		
27.	Purchase fertilizer			67.	Register breeding animals		
28.	Apply fertilizer			68.	Construct fields and pens		
29.	Prepare seed bed			69.	Build farrowing house		
30.	Plant corn			70.	Purchase farrowing house		
31.	Cultivate corn			71.	Build feeders, etc.		
32.	Combat chinch bugs, army worms			72.	Purchase feeders, etc.		
33.	Harvest corn			73.	Provide breeding service		
34.	Store corn			74.	Flush sows before breeding		
35.	Market corn			75.	Breed sows		
36.	Keep cost records			76.	Figure ration for pregnant sows		
	Alfalfa			77.	Feed balanced ration		
37.	Determine soil requirements			78.	Purchase protein supplement		
38.	Decide place in rotation			79.	House pregnant sows		
39.	Select suitable field			80.	Exercise pregnant sows		

(Over)

U. OF ILL. LIB.

Item No.	Topics of Training Program Subjects, Jobs, Operations	Com-pltd. Class	Com-pltd. Farm
81.	Scrub farrowing houses		
82.	Practice swine sanitation		
83.	Care for sows and pigs		
84.	Use pig brooder		
85.	Weigh pigs at birth		
86.	Cut eye teeth		
87.	Mark litters		
88.	Balance ration for sows with pigs		
89.	Feed balanced ration		
90.	Balance ration for pigs		
91.	Vaccinate pigs against cholera		
92.	Castrate pigs		
93.	Weigh pigs at 56 days		
94.	Balance ration for market hogs		
95.	Feed balanced ration		
96.	Treat herd for lice and mange		
97.	Weigh pigs at 180 days		
98.	Market fat hogs		
99.	Market breeding animals		
100.	Butcher a hog		
101.	Keep cost records		
	Dairy		
102.	Using a tried sire		
103.	Keeping production records		
104.	Keeping cost records		
105.	Testing samples for B.F.		
106.	Calculating B.F. records		
107.	Keeping registry records		
108.	Follow herd improvement program		
109.	Calculating rations		
110.	Mixing rations		
111.	Mixing minerals		
112.	Feed according to production		
113.	Harvesting crops for silo		
114.	Filling silo		
115.	Harvesting hay		
116.	Prepare feed for calf		
117.	Teach calf to drink		
118.	Care for new born calf		
119.	Ear mark calf		
120.	Prevent horn growth		
121.	Equip medicine cabinet		
122.	Select and apply disinfectant		
123.	Make and install fly trap		
124.	Ring bull		
125.	Dehorn animal		
126.	Build bull pen		
127.	Identify cows		
128.	Keep breeding records		
129.	Operate milking machine		
130.	Repair milking machine		
131.	Drench animal		
132.	Treat sore teats		
133.	Treat for bloat		
134.	Bang prevention program		
135.	Treat for scours		
136.	Make mastitis test		
137.	Clean udders regularly		
138.	Clip udders		
139.	Cool milk		
140.	Install milk stirrer		
141.	Install milk cooler		
142.	Install ventilating system		
	Sharpening Farm Tools		
143.	Grind a plane bit		
144.	Grind a cold chisel		
145.	Grind pruning shears		
146.	Grind cultivator shovel		
147.	Grind rolling coulter		
148.	Grind glass or sheep shears		
149.	Sharpen a rip saw		
150.	Sharpen a cross cut saw		
	Carpentry and Woodwork		
151.	Make a screen		
152.	Make an ensilage cart		
153.	Make an A-type hog house		
154.	Make a carpenter's bench		
155.	Make a gate		
156.	Make a self-feeder		
157.	Make a hay rack		
158.	Make a wagon box		
159.	Figure a bill of lumber		
	Field Machinery		
160.	Remove knife sections of mower		
161.	Sharpen mower knife		
162.	Replace ledger plate		
163.	Replace knife section		
164.	Adjust guard		
165.	Replace sickle head		
166.	Replace guard plate		
167.	Adjust cutter bar parts		
168.	Align the cutter bar		
169.	Adjust cutter bar head		
170.	Adjust the register		
171.	Adjust a plow		
172.	Set cultivator shovels		
173.	Lubricate field machinery		
174.	Store machinery properly		
175.	Paint a field machine		

BOARD FOR VOCATIONAL EDUCATION
Springfield, Illinois

G.I.Ag. 8

VETERAN TRAINING

INDIVIDUAL PROGRAM AND PROGRESS RECORD

(Submit two copies to the Board for Vocational Education)

Trainee_____ Occupation_____ C-No._____

School_____ Date Entering Class_____

School Address_____ Record completion as follows:
Partial ☑ Completed ☒

ITEM NO.	TOPICS OF TRAINING PROGRAM SUBJECTS, JOBS, OPERATIONS	COMPLTD. CLASS	COMPLTD. FARM	ITEM NO.	TOPICS OF TRAINING PROGRAM SUBJECTS, JOBS, OPERATIONS	COMPLTD. CLASS	COMPLTD. FARM

ITEM NO.	TOPICS OF TRAINING PROGRAM SUBJECTS, JOBS, OPERATIONS	COMPLTD.	
		CLASS	FARM

VETERAN'S CLASS REGISTRATION

G. I.-Ag. 9

Name of veteran.....Age.....C-Number .....

Home address..... Years farming experience since age of 18 .....

Are you graduate of (1) 8th grade?..... (2) High School?..... (3) College?.....

State years completed in (1) High School Agriculture..... (2) College Agriculture.....

Occupation for which veteran is training.....

Farmer Trainer.....Address.....
(Name)

If related to farmer trainer, state relationship.....

A-21

Are you (1) a farm operator?.....or (2) employed by a farmer?.....

Veteran's total time of eligibility for training:.....years, ...months

Date veteran entered class.....194.....

Name of School.....City .....

Date.....194..... (Signed).....
(Veteran)

Schedule of Class:

From.....M. to.....M. on..... (Signed).....
(Day of Week) (Instructor)

(Submit One Copy To The Board For Vocational Education)

BOARD FOR VOCATIONAL EDUCATION
Springfield, Illinois

(Submit One Copy The Board For Vocational Education)

Month____ 194___

Sheet No.____ Of____ Sheets

CLASS RECORD
VETERAN TRAINING IN FARMING

City____ School____ Name of Course____ Section____

Date this class started____ Class Schedule: From____ M. to____ M.____ Instructor____
Hours of Day Day

	NAME OF ELIGIBLE VETERAN	DATE OF ENTRY	C-NUMBER	DATES OF CLASS OR GROUP MEETINGS										Total Trainee Hours	Farm Visit Hours	Other Agriculture Meetings	Grade for Month	Cost of Veteran's Books and Equipment
1																		$
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		
13																		
14																		
15																		
16																		
	TOTALS																	$

SUMMARY FOR THE MONTH

Number of New Enrollees	Enrollment at End of Month	Total Class Hours	Total Trainee Hours	Total Farm Visit Hours

I hereby certify that the foregoing record is true.

____
(School Official in Charge)

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G. I.-Ag.10

INSTRUCTIONS

The Form G. I.-Ag.10 is to be used in each school so that an accurate class attendance record may be kept for every veteran. This data is to be compiled by the classroom instructor or local clerk. It is very important that the Form G. I.-Ag.10 be complete and accurate since the data on this form will be used as a check against the Form G. I.-Ag. 11.

DIRECTIONS FOR COMPLETING THE FORM.

A. Sheet number—If more than one sheet is required for a section, number each sheet consecutively and indicate the total number of sheets submitted.

B. Month and Year—These refer to the calendar month and year covered by the report.

C. Name of Local Unit—Enter the city in which the school is located and the official name of the school.

D. Name of Course and Section Letter—Enter the name of the course being offered and the section letter. Data for each section should be reported separately. As each section is started assign letters alphabetically.

E. Date Started—Enter the date the section began operation.

F. Name of the Instructor—Enter the name of the instructor approved to teach this section.

G. Name of Eligible Veteran—The name of each eligible veteran must appear on the class record arranged in alphabetical order, placing the surname first, followed by the given name or initials.

H. Date of Entry—Place the original date (month, day and year) upon which the veteran entered the class. This information must appear each month for each veteran listed.

I. C-Number—This is very important and must appear after every veteran's name which is listed on the class record. The number can be obtained from the veteran's Form 1953 which is issued by the Veterans Administration. (Exception: If veteran has not yet been assigned "C" Number, use his serial number preceded by "X". When the "C" Number is available, use "C" Number.)

J. Dates of Class and Group Meetings—Enter the dates that the group met during the calendar month. In this same group of columns opposite each veteran's name is entered his monthly attendance record. (This means regular class meetings or group attendance with the class instructor at other agriculture meetings.) Each session that a veteran attends will be indicated by entering the number of class hours for that day. (Example: If the class is in session for three hours, enter the numeral "3".) If a veteran is absent, indicate by letter "A" and enter under the date of that class session. When a veteran drops out of the class, enter the letter "D" after the last day he is in attendance.

K. Total Trainee Hours—Enter in this column the total of each trainee's hours of attendance at class and group meetings for the calendar month reported. This is obtained by adding the number of hours spent in class and group meetings by each veteran.

L. Farm Visit Hours—Enter the number of hours (correct to one-half hour) spent by the instructor in visiting each veteran on the farm during the calendar month. Every veteran must be visited two hours or more each month.

M. Other Agriculture Meetings—Enter in this column the hours of each trainee in attendance at agriculture meetings, demonstrations, etc., when the regular class instructor is not present.

N. Grade for the Month—Enter the grade for each veteran to indicate his monthly progress. (Use "S"—Superior, "A"—Average, and "P"—Poor.)

O. Cost of Veteran's Books and Equipment—The amount of money spent each month for books, supplies, equipment, and other articles, which become the property of the veteran, is entered in this column opposite his name. The sum **cannot** exceed $50.00 per year for each veteran.

P. Totals—Enter the total trainee hours for each class session or group meeting, the total trainee hours for the month, the number of hours spent in farm visits, the number of hours spent at other agriculture meetings, and the total cost of the veteran's books and equipment.

Q. Summary for the Month—Enter the proper data as indicated for each column. (If more than one page is used for a section, summarize each page.)

R. Signature of School Official in Charge—The signature of the Superintendent, Principal, Director, Supervisor, or other designated official must appear on this form before monthly payment claim, Form G. I.-Ag. 11, will be approved.

ONE COPY OF THIS REPORT DUE ON OR BEFORE THE TENTH OF EACH MONTH

To—Illinois Board for Vocational Education
216 East Monroe St., Springfield, Illinois

Monthly Application For Payment For Veteran Training

G.I.—Ag.11

(Submit Two Copies To The Board For Vocational Education)

City .....

Date ..... 194.....

To the Board for Vocational Education
State of Illinois

The .....High School, District No. ..... in.....County, having carried on the Veteran Training in accordance with the Manual of Procedures issued by the Illinois Board for Vocational Education, hereby makes application for payment from the Veteran Training Funds in the total of $..... upon the basis of bills and invoices on hand for the cost of instruction; miscellaneous expenses; travel for instructor, exclusive of farm visitations; and cost of veterans' books, equipment or supplies for veterans enrolled in Veteran Training from ..... 194..... to ..... 194....., inclusive, itemized and certified as follows:

1. Instructor's Salary ..... $.....
2. Consumable teaching supplies ..... $.....
3. Miscellaneous expenses for—
   - (a) Telephone ..... $.....
   - (b) Postage ..... $.....
   - (c) Clerical help ..... $.....
   - (d) Other office expense..... $.....

   $.....
4. Travel exclusive of farm visitation..... $.....

Sub-Total $.....

5. Cost of veterans' books, equipment or supplies .....$.....

GRAND TOTAL $.....

MONTHLY ITEMIZATION OF COSTS BY CLASSES

Name of Course	Section Letters	Number of Sessions	VETERANS		INSTRUCTIONAL COSTS	
			Number Enrolled at End of Month	Total Trainee Hrs.	Teacher's Salary	Consumable Teaching Supplies
SUB-TOTALS					$	$

Subscribed and sworn to before me this.....

day of ....., A. D., 194.....

.....
School Official in Charge

.....
Notary Public

.....
Secretary Board of Education

PROCEDURES FOR VETERANS TRAINING IN BUSINESS OCCUPATIONS

Definition of Business Occupations

Business occupations are those in which an individual is engaged in the distribution of the products of farm and industry, and services, or office occupations in distribution and production. Such occupations would include sales activities, office work, banking, insurance, managerial positions and other similar activities.

PROCEDURES FOR VETERANS TRAINING IN BUSINESS OCCUPATIONS

WHAT THE VETERAN SHOULD DO TO BECOME ELIGIBLE FOR TRAINING

1. Application for a Course of Education (Form 1950)

The veteran should obtain a copy of Form 1950 from the Veterans Administration, Illinois Veterans Commission, American Legion or other service organization. This Form 1950 enables the veteran to make application for training under the Servicemen's Readjustment Act.

After the veteran has completed Form 1950 and attached a certified copy of his discharge and proof of dependents, if any, he should send it to the Veterans Administration, 366 West Adams, Chicago 6, Illinois.

2. Certificate of Entitlement and Eligibility (Form 1953)

After the Veterans Administration has received and checked Form 1950 sent in by a veteran, a Form 1953 will be sent to the veteran. This Form 1953, known as a certificate of entitlement and eligiblity, will indicate the veteran's eligibility to training and the amount of training to which he is entitled. The veteran should complete the information requested in Form 1953 with his employer and return this Form 1953 to the Veterans Administration, 366 West Adams, Chicago 6, Illinois.

WHAT THE EMPLOYER SHOULD DO TO BECOME ELIGIBLE TO PROVIDE TRAINING

1. Method of Making Application for Approval

   a. The employer should apply to one of the following sources for forms by which to train veterans in Business Occupations:

      (1) Mr. Ernest J. Simon, Director of Vocational Education, 216 East Monroe Street, Springfield, Illinois.

      (2) Employers in Cook County and City of Chicago may apply to the State Board for Vocational Education, 176 West Adams, Chicago, Illinois.

      (3) The local school administrator, director of vocational education or the designated representative in the local school.

   b. Forms which the employer will receive: (see attached)

      (1) G.I. Bus. 1

      A covering letter which indicates what information the employer must supply.

      (2) G.I. Bus. 2

      A list of the minimum requirements for approval as a training-on-the-job facility.

      (3) G.I. Bus. 3

      A proposal form which must be completed and submitted in duplicate.

      (4) G.I. Bus. 4 and 5

      Sample outlines of training which the employer may use as a guide in submitting an outline of training for the occupation in which he proposes to give training.

2. Assistance in the Completion of Forms

The employer may apply to the local superintendent of schools for assistance in completing the forms and in developing a training outline which includes a schedule of on-the-job experiences and a related instruction plan.

3. Where to Submit Completed Forms

The employer should submit in duplicate completed proposal forms and outline of training to the local public high school which will send them to the Board for Vocational Education.

4. Notification of Action on Employer's Proposal

The employer will receive from Mr. Vernon L. Nickell, Superintendent of Public Instruction, official notice as to the action that has been taken on his proposal to train veterans. The Veterans Administration and local school will also be notified of this action.

5. Reports to Veterans Administration

The employer will be required to submit monthly reports to the Veterans Administration on forms which will be supplied by the Veterans Administration.

Dear Sir:

In compliance with your request we are enclosing three copies of form G.I. Bus. 6, Proposal for on-the-job training in business occupations, with supplementary material to assist you in completing your application to provide training to veterans under provisions of the Servicemen's Readjustment Act of 1944, Public Law 346.

Please return to this office the following:

1. Two copies of the completed proposal form for each occupation.

2. Two copies of an "outline of training" for each occupation, including schedule of on-the-job experiences and related instruction plan.

3. Two copies of any instructional materials which you care to submit.

The processing of this proposal will be facilitated if you will kindly submit in full the requested information according to the procedure outlined. When your proposal has been received and evaluated, we will forward our recommendation to the Veterans' Training Committee of the Superintendent of Public Instruction.

Very truly yours,

Ernest J. Simon
Director of Vocational Education

EJS:jab/hh
Enclosures

G.I. Bus. 1
4-46

PROCEDURES FOR APPLYING FOR APPROVAL AS A TRAINING FACILITY

For Business Occupations

I. Complete proposal form giving complete information concerning business.

a. Each occupation requires a separate proposal and outline of training.

II. Organize an outline of training.

a. Note that the sample outline of training follows the Minimum Requirements for Training On-the-Job as set forth on reverse side of the proposal blank.

b. The schedule of on-the-job experiences should indicate all of the skills, techniques, and information that the veteran will be taught on the job.

c. The related instruction plan should be arranged to include organized instruction in the "whys" of the job and other technical information that would not be normally taught on the job. Such study units as business organization and management, legal requirements and responsibilities of the business, advertising, business speech, supervisory training, accounting, office management, office machines, customer relations, sales promotion, display principles, credits and collections, and technical information about the merchandise or service may be organized for related study.

The business organization may use the facilities of an educational institution such as the public schools or organized instruction may be given by the business. However, in every on-the-job training program it will be the responsibility of the business organization to provide the veteran with an opportunity to acquire on-the-job experiences and a minimum of 144 hours of related instruction per year.

Arrangements have been made that will permit any public high school in Illinois to establish free courses of instruction relating to business occupations for veterans who are participating in an on-the-job program. When such a course is established, instructors will be employed who have occupational experience and instructional ability. Classes may meet in any location that affords the necessary facilities.

d. Should an individual business find it difficult to develop an outline of training, assistance may be secured from the following:

1. Local superintendent of schools or his representative.

2. Local veterans service organization officer.

3. Trade association or committees.

III. Submit proposal forms and outline of training.

a. Local recommendation for approval of the facility to train veterans may be secured from the superintendent of schools.

b. The employer or local school authority should then submit in duplicate the proposal form and outline of training to the State Board for Vocational Education, 216 East Monroe Street, Springfield, Illinois

State of Illinois

BOARD FOR VOCATIONAL EDUCATION

Springfield

PROPOSAL FOR ON-THE-JOB TRAINING IN BUSINESS OCCUPATIONS

(Under Servicemen's Readjustment Act of 1944, P. L. 346 and Amendments)

Read all information on the enclosed mimeographed pages and the back of this form before filling in this blank or developing the training outline.

Proposed by _____
(Name of business organization proposing training)

Address _____
(Street) (City)

Person to contact in regard to proposal _____

Title _____ Telephone _____

Address, if different from above _____

Occupation for which training is proposed _____

Total number of your employees _____ Number employed in this occupation _____

Number of veterans you propose to train _____

Total training time in months _____

Kindly check which of the following types of programs you plan to conduct:

1. Type I—Cooperative ☐

   Type I Cooperative program provides for (1) the employer giving training in work experiences on-the-job and (2) schools giving instruction that is related directly to the on-the-job experiences.

2. Type II—Independent ☐

   Type II Independent program provides for (1) the employer giving training in work experiences on-the-job and (2) the employer giving instruction in an organized manner whereby such instruction is given OFF-THE-JOB and the subject matter is related directly to on-the-job experiences.

SUBMIT THIS PROPOSAL AND OUTLINE OF TRAINING IN DUPLICATE.

G. I. Bus. 6

MINIMUM REQUIREMENTS

On-the-Job Training Programs for Veterans in Business Occupations

(Under Servicemen's Readjustment Act of 1944, P. L. 346 and Amendments)

The controlling purpose of any training-on-the-job program for veterans under the provisions of Public Law 346, known as the G. I. Bill, must be the interest and welfare of the veteran in training. An on-the-job program must give the veteran complete experience and training in all phases of the occupation in order that when he completes the program, he will be qualified for the occupation for which he is being trained. This training must include an organized program of supervised job activities together with a related instruction plan. Business firms, farmers, industrial establishments, schools and other agencies offering vocational training for veterans are referred to as training facilities.

To be approved as a facility eligible to provide training-on-the-job to veterans under the Servicemen's Readjustment Act of 1944, such establishments must meet the following minimum requirements:

1. The training must be established for a recognized occupation which requires the acquisition of skills and information, the learning of which should require a minimum of six months of training-on-the-job. The job should not be in a standard wage classification in which progression and appointment to the next higher classification are based upon such factors as length of service and normal turnover, rather than upon skills and information learned through organized training on the job.
2. The veteran must be placed under the instruction of a fully trained and competent person who has had successful experience in the occupation and has demonstrated ability to instruct.
3. The schedule of on-the-job experiences must be organized to provide the veteran with experiences needed to qualify him as a fully trained person in the occupation for which training is being given.
4. A related instruction plan, providing for a minimum of 144 hours of instruction per year, is required as a part of the program of training for each occupation. This instruction plan should use the facilities of an educational agency, such as the public secondary schools, or organized instruction may be given by the employer.
5. A copy of the outline of training as approved by the Board for Vocational Education must be given to each veteran by the employer.
6. The facility must have adequate space, equipment and personnel to provide training.
7. The facility must keep adequate records of the veteran's progress in his training-on-the-job.
8. There must be assurance that the training will qualify the veteran directly for the position for which the training is being given.
9. The length of the training period shall not exceed the normally accepted time for acquiring proficiency in the occupation for which training is proposed.
10. The wages to be paid the veteran for each successive period of training must not be less than those customarily paid in the establishment and the community to a learner in the same job who is not a veteran and in conformity with State and Federal laws and applicable to bargaining agreements.
11. Appropriate credit is given the veteran for previous job experience, whether in military service or elsewhere, his beginning wage adjusted to the level to which such credit advances him, and his training period shortened accordingly.

We agree to maintain the minimum requirements for on-the-job training in business occupations.

_____
Name of business organization proposing training.

Reviewed by:

_____
School official

By _____
Business official

SAMPLE OUTLINE OF TRAINING
With partial
Schedule of on-the-job experiences and related instruction plan

Requirement 1--Occupation: Bank Teller

Requirement 2--Training Supervisor: The Veteran will be assigned to the cashier who will be responsible for the supervision of the total training program. The present cashier has been associated with this bank for the past nine years and has had charge of training for the past three years.

Requirement 3--Schedule of on-the-job experiences

I. Bookkeeping Department
   a. Operation of Posting Machines
   b. Posting and reconciling commercial accounts
   c. Account analysis

II. Proof Department
   a. Routing commercial deposits--checks
   b. Proving of balances of receipts--withdrawals
   c. Posting of Journal
   d. Posting of daily statement.

SAMPLE

VI. Receiving Teller
   a. Receiving deposits (Commercial and Savings)
   b. Writing Bank Drafts and money orders
   c. Drawing sight drafts and certificates of deposits

Requirement 4--Related Instruction Plan

Study Unit I--

Study Unit V--Banking Procedures for Receiving Tellers

Time--Six months, class to meet once a week for three hours.

Educational Facilities--Class organized by all banks in area attended by trainees from each under auspices of public school adult program.

Study Outline--DEPOSITS--Deposit ticket, Customer's name, Coin and currency, Endorsements, Transfer items, U.S. Postal Money Orders, Items requiring special handling, Discrepancies, Express deposits, Identification stamps, Proof of deposit, Posting entries in pass books, CURRENCY AND COIN--Packaging and disposing of money, Currency cage money, Gold and gold certificates, Counterfeits, Security of cash. KINDS OF ACCOUNTS--Individual, Joint, Joint survivorship, proprietorship, Partnership Corporation, Association, Fiduciary, Bank and Trust company. BANK SERVICES TO CUSTOMERS--Collections, City collections, Out-of-town collections, Bonds and coupon collections, War Bond division, Safekeeping of securities, Credit reports, Foreign department, Trust department, Customer accommodations. BANK STATEMENT OF CONDITION..CUSTOMER RELATIONS.

SAMPLE OUTLINE OF TRAINING
with partial
Schedule of on-the-job experiences and related instruction plan

Requirement 1-- Occupation: Shoe Salesman

Requirement 2--Training Supervisor: The veteran will be assigned to the store manager who will be responsible for the supervision of the total training program. The present store manager has been associated with this organization for fifteen years and has occupied his present position for five years.

Requirement 3--Schedule of On-the-job Experiences

I. Stock Room
   a. Receiving merchandise
   b. Checking invoices
   c. Placing stock in reserve
   d. Taking stock to selling floor

III. Sales Floor
   a. Measuring feet
   b. Learning fitting qualities of various lasts
   c. Information relative to shoe materials and construction
   d. Sales techniques

IV. Display
   a.

Requirement 4--Related Instruction Plan

SAMPLE

Study Unit I--Store Organization

Time--Six months, class to meet once a week for three hours

Educational Facilities--Class organized in store for veterans and new employees.

Study Outline--History of organization, Plan of store operation, Type of merchandise, etc.

Study Unit III--Merchandise Information

Time--Nine months, class meets one evening a week

Educational facilities--Class organized for all shoe stores in community meeting under auspices of local public schools.

Study Outline--

WHAT THE SCHOOL MAY DO TO AID IN TRAINING-ON-THE-JOB PROGRAMS FOR VETERANS

1. In Regard to the Veteran

   a. Provide the veteran with information regarding training-on-the-job and assist him in taking the necessary steps to become eligible for this type of training.

2. In Regard to the Employer

   a. Acquaint employers with the opportunities of training-on-the-job.

   b. Provide the employer with the necessary forms required for making application to train veterans in Business Occupations.

   c. Assist the employer in filing a proposal for training-on-the-job, especially in the organization of an outline of training.

   d. After reviewing the proposal and outline of training kindly sign the proposal form G.I. Bus. 6 indicating that it has been reviewed by a school official.

   e. Assist the State Board for Vocational Education in checking business organizations which apply to be approved as training facilities. This investigation should be based on the minimum requirements as listed on G.I. Bus. 6.

3. Arrange to provide the related instruction of a minimum of 144 hours per year.

   a. Purpose of Related Instruction.

      Training-on-the-job is the learning of an occupation through experiences on a job combined with organized instruction which serves to make those experiences meaningful. The experiences on-the-job will in large measure be concerned with the "hows" of the job, while the related instruction will provide the "whys" of the job activities, and other technical information that would not normally be taught on the job. In sales activities, related instruction might include such courses as Business Organization, Sales Speech, Record-keeping, and technical information relative to the commodities which the veteran is selling, e.g., textiles, groceries, meats, shoes, etc.

b. Character and Content of Related Instruction.

The course of study should include a series of units that give information directly related to the veteran's occupation. For example, a class might be organized for retail store managers which would include veterans who were actually selling various types of merchandise. The course title might be Retail Store Management, and include units in store operation, merchandising, sales promotion, control, personnel, etc. In every case the instruction should be organized upon a practical basis offering opportunity for the veteran to obtain advanced training in occupational processes or such scientific and technical information as may be required to give him a broader understanding of his work. In most cases single occupation groups should be organized to make the instruction most effective.

The course of study may be organized by a committee composed of employers and employees who are occupationally competent, assisted by the school administrator, or some established course of study may be used if it is acceptable to the above mentioned group.

The Individual Program and Progress Record Form G.I. Bus. 8 must be completed for each veteran enrolled in a related instruction class. Course outline must cover at least period from beginning of course to June 30, 1947. One copy of this form must be retained and maintained by the school, and two copies must be sent to the State Office one month after the veteran enrolls.

The list of experiences to be provided on-the-job may be developed from the training outline that has been submitted by the approved business establishment. The list of related instruction units to be taught off-the-job is an outline of the course of study which has been developed by the school for a particular occupation. The related instruction plan submitted by the approved business establishment should provide basis for the development of the course of study. A sample Individual Program and Progress Record which is partially completed is included on page B-6b.

(June, 1946)

c. Methods of Instruction.

The conference technique of instruction and individual instruction will be the most common procedures used in related instruction classes for veterans employed in single and several different occupations. The instructor should adapt his special skills and knowledges to the needs of the veterans and supplement his instruction with data from reliable sources. Illustrative materials, motion pictures, sound slide films and demonstrations should be used. Whenever the lecture or any other method of giving information is used, it will be required that such methods will be followed with conference procedures to develop the ability of the veteran to put into actual use the information gained.

d. Time Schedule for Instruction.

The classroom program will total not less than 144 clock hours or more than 250 clock hours of instruction per year. When classes are held in schools that hold sessions every month of the year, classes will meet not less than three hours a week for at least two weeks in every month. Where classes are held in schools that do not hold sessions every month of the year, classes will meet three or more hours a week in each of not less than 36 different weeks.

(June, 1946)

e. Room, Heat, Light, and Equipment.

The school should provide room, heat, light, janitor service, and other necessary equipment when the classes are held in school buildings. In some cases it may be desirable to hold the classes in some other location in the community, such as a store, office, bank or other centrally located place.

f. The Number of Veterans in a Class.

Classes may be organized for four or more veterans in a particular occupation. However, each class should be limited to a maximum of fifteen veterans. In cases where there are less than four veterans in an occupation, it may be possible to provide related instruction that will be acceptable to veterans in similar occupations. Where there are less than four veterans, or where it is impossible to group veterans from similar occupations, special arrangements should be made to give the necessary related instruction.

g. How May Teachers Be Obtained?

Individuals in the local community who have had successful experience in a particular occupation may be obtained to teach classes. In other cases, it may be possible to use teachers from the local schools who have had the necessary experience and training to qualify them to conduct particular phases of the related training.

h. Qualification of Teachers.

One copy of the attached teacher's qualification blank must be filled out by each teacher and sent to the Board for Vocational Education for approval at least 7 days prior to the date upon which such individual will begin his duties as a teacher of veterans classes.

The teacher must have had successful experience in the subject which he proposes to teach and must meet the following qualifications:

(1) With four years of high school, at least five years of practical experience in the subject to be taught.

(2) With four years of college, at least three years of practical experience in the subject to be taught.

i. Reimbursement of Teaching Salaries to the Schools.

(1) Reimbursement at the rate of 100% will be allowed for salaries paid to qualified teachers of approved classes in related instruction for veterans.

(2) The maximum amount on which reimbursement will be figured for adult classes shall not exceed $8.00 per session of 3 clock hours. If less than 4 are enrolled, the maximum rate will be $2.00 per trainee per session of 3 clock hours.

(3) Mixed classes which include veterans and non-veterans will receive no reimbursement from this fund. Such classes may be reimbursed by the Board for Vocational Education out of regular vocational funds to the extent of 66-2/3% of the salary of the teacher when these classes meet the requirements of the State Plan. In no case should payment for any class be requested from both veteran training funds and regular vocational funds of the Board for Vocational Education.

(4) Consumable instructional supplies will be reimbursed at actual cost up to $2.00 per month per veteran (maximum without prior approval in writing). This includes costs of consumable instructional supplies, rent on films, educational materials, postage, and telephone.

(5) Books, supplies, and equipment including tools and other articles which become the property of the veteran may be furnished to the extent of $50.00 per year for each veteran enrolled if such items are approved in advance by the Board for Vocational Education.

(a) Such items will consist only of those which are required to successfully pursue a specific course that relates directly to the occupation in which the veteran is being trained.

4. Supervise and Coordinate the Veteran Training Program.

a. Activities of Supervisor or Coordinator

The school administrator should delegate to a qualified person the responsibility for supervising and coordinating the veteran training program. These activities will include:

(1) Organize the related instruction classes as outlined under the heading, "Arrange to provide the related instruction of a minimum of 144 hours per year", paragraph 3, above.

(2) Assist the instructors of related subjects by giving helpful suggestions and directions about teaching methods. Such instructors will usually need this help to better qualify them to conduct classes for adults.

(3) Make periodic calls on employers for the purpose of observing processes, methods, and practices used on the job. This will enable the supervisor to assist teachers to effectively relate the class instruction to the needs of the worker. It will also enable him to gather suggestions for modifying and improving the instructional material used in the school.

(4) Observe the teaching and offer advice concerning possible improvements.

(5) Assist employers and others in the preparation of "Applications for Approval to Train Veterans."

(6) See that records are maintained locally and that reports are transmitted to the Board for Vocational Education at stated intervals.

b. Qualifications of Supervisor or Coordinator.

The effectiveness of the veteran training program is largely determined by the caliber of supervision given to the program. The school should select a supervisor who is qualified to successfully assume the responsibility of performing the activities listed. The person to be selected to supervise should be from one of the following classifications (preferably in the order listed below):

(1) Director of Vocational Education who meets the requirements of the State Plan for Vocational Education.

(2) Supervisor or Coordinator of Business Education or Trade and Industrial Education who meets the requirements of the State Plan for Vocational Education.

(3) Teacher of a course in Business Education or Trade and Industrial Education who meets the requirements of the State Plan for Vocational Education.

(4) Exceptions:

When a local faculty includes none of the classifications listed above, a teacher may be selected who has had at least two years of teaching experience in the fields of industrial arts or business education and one year of work experiences in business or industrial occupations.

c. Reimbursement for Supervision, including Clerical Service.

Where a supervisor has been approved, the actual cost for supervision will be reimbursed at a rate not to exceed 10 cents per trainee hour of attendance in approved related instruction classes. These costs include only the salary of clerical help and of persons approved as supervisors or coordinators. In

programs operating without an approved supervisor, actual cost of clerical service will be reimbursed at a rate not to exceed 5 cents per trainee hour of attendance.

In no case can reimbursement be made to superintendents or principals from supervision funds. It is considered that superintendents and principals are responsible for general supervision of all educational activities conducted in schools under their jurisdiction.

RECORDS AND REPORTS

Submitting Records and Reports for Reimbursement

The Veterans Administration has signed (May, 1946) a contract with the State Board for Vocational Education whereby the State Board is the training agency for veteran training in business occupations in the State of Illinois, with the effective date retroactive to January 1, 1946.

Based on the terms of this contract, all records and reports concerning the instructional programs and the costs of such instructional programs will be made by the local high school to the State Board for Vocational Education, 216 East Monroe Street, Springfield, Illinois. These reports will be made monthly on forms furnished by the State Board. The State Board for Vocational Education will reimburse monthly the local schools for costs of instruction in accord with the stated provisions for "Reimbursement of Teaching Salaries to the Schools" as stated on page B-7 and "Reimbursement for Supervision" as stated on page B-9. Forms for making these monthly reports will be forwarded to the local high school on request.

Subsistence payments to veterans remain the sole responsibility of the Veterans Administration.

(June, 1946)

WHAT THE VETERAN DOES TO BECOME ELIGIBLE TO ENROLL FOR RELATED TRAINING IN SCHOOL

1. The veteran must be enrolled in an on-the-job training program in an approved business establishment.

2. The veteran must secure from the Veterans Administration a supplementary Certificate of Eligibility and Entitlement, Form 1953.

3. The veteran must present to the school the supplementary Certificate of Eligibility and Entitlement, Form 1953.

4. The school should complete the information requested on the Form 1953. All items regarding costs, including books, supplies, equipment, etc., should be answered by the words, "As per terms of contract between the Veterans Administration and the Illinois State Board for Vocational Education."

5. The school should send the completed 1953 to the Veterans Administration, 366 West Adams, Chicago 6, Illinois.

6. If a veteran is taking an on-the-job training program in an approved business establishment, he may be enrolled in a related instruction program. However, no payment will be made to the school until the supplementary Certificate of Eligibility and Entitlement has been received by the veteran, processed by the school, and returned to the Veterans Administration.

(June, 1946)

VETERANS TRANSFERRING FROM ONE SCHOOL TO ANOTHER SCHOOL

When a veteran wishes to transfer from one school to another school giving a similar course of training, it will be necessary for the veteran to secure a supplementary Certificate of Eligibility and Entitlement, Form 1953 or 7-1953a and b. To obtain the new certificate, the veteran must take the following steps:

1. Write a letter to the appropriate Sub-Regional Office of the Veterans Administration, stating the change desired and the reasons for the change. (Address of Sub-Regional Offices included in front of Manual of Procedures)

2. Attach securely to this letter a statement from the school he is leaving, showing the effective date of his discontinuance at that school and showing that he was in good scholastic standing at the time of his discontinuance.

3. Attach to the letter a statement from the school he is to enter showing that school's willingness to accept him as a student and the effective date of their acceptance. The veteran may enter the second school as of the stated effective date of their acceptance without waiting for the arrival of the new Certificate of Eligibility, provided the school is willing for him to do so.

4. When the new certificate does arrive, the veteran must present it to the authorized official of the school who should process it as for a new enrollment, including the certification of the information requested on the back of the Certificate of Eligibility and forward both to the Regional Office of the Veterans Administration, 366 West Adams Street, Chicago 6, Illinois.

The school shall report immediately to the Veterans Administration Regional Office, 366 West Adams Street, Chicago 6, Illinois, the date of interruption or discontinuance of training of any veteran trainee.

(June, 1946)

(Suggested sample which schools should duplicate in sufficient quantity to serve their needs)

C_____

Name_____

APPLICATION FOR A SUPPLEMENTAL CERTIFICATE OF ELIGIBILITY

1. Veteran's Request.....I hereby request a Supplemental Certificate of Eligibility to attend

_____
Public School or System
in conjunction with my approved Job-Training program in

_____
Occupation

Signature:_____
Veteran

2. School's Statement..... The above named veteran has been accepted for the following courses of training at_____

Name of Courses_____

Signature_____

Title_____
School Official

NOTE: When returning this form to the Veterans Administration it should be addressed to the attention of:

Veterans Administration
Registration Section, VR Div.
Att: VRRE
366 West Adams Street
Chicago, Illinois

B-10C (June 1946)

SUMMARY OF REPORTS REQUIRED FOR VETERAN TRAINING
IN BUSINESS OCCUPATIONS

Teacher's Qualification Blank -- Form G.I. Bus. 44

This is a complete statement of a teacher's qualifications and covers both academic preparation and occupational experience. Two copies must be filled out by each teacher and sent to the State office for approval at least 7 days prior to the date upon which such individual will begin his duties as teacher. One signed copy will be returned which indicates approval.

Supervisor's Record Card -- Form G.I. B.T.

Supervisors qualifications must be approved before reimbursement can be made for salary. Two copies of this record must be sent to the State office. One signed copy will be returned which indicates approval.

Individual Course and Progress Record -- Form G.I. Bus. 8

The school must retain and maintain one copy. Two copies due in State office one month after veteran enrolls. Course outline must cover period from beginning of course to June 30, 1947.

Veteran's Class Registration -- Form G.I. Bus. 9

One copy completed by each veteran must immediately be sent to State office. A copy may be retained by the school.

Class Record -- Form G.I. Bus. 10

One copy must be sent to the State office at end of each calendar month. The report is due in the State office on or before the 10th of the month following the period reported. One copy must be retained by the school.

Financial Report -- Form G.I. Bus. 11

Two copies must be sent to the State office at end of each calendar month. The report is due in the State office on or before the 10th of the month following the period reported. One copy must be retained by the school.

Any classes operated exclusively for veterans since January 1, 1946 are eligible for reimbursement from the Veterans Training Program Funds provided claim has not already been made for reimbursement from regular Vocational Education funds. All the forms listed above must be made out for each calendar month in which courses were in operation. Claims for reimbursement for courses operated prior to June 1, 1946 should be submitted immediately.

Copies of the above listed forms are attached.

(June, 1946)

State of Illinois
Board for Vocational Education
Springfield, Illinois

TEACHER'S QUALIFICATION BLANK--BUSINESS OCCUPATIONS

Name _____ Age _____ Date _____

Address _____
(Street Address)

_____ Phone No. _____
(City) (State)

Education	Name and Location of School	Attendance From Mo.Yr.	Attendance To Mo.Yr.	Diploma or Degree Rec'd
High School				
College				
Graduate Work				
Special Study (Business College, Etc.)				

TECHNICAL COURSES: e.g., Marketing, Bus. Adm., Economics, etc.

Course	School	Hours	School Year

PROFESSIONAL COURSES: e.g., Principles & Methods of Voc. Ed., Course Planning, etc.

Course	School	Hours	School Year

B 5-46 (OVER)

EXPERIENCE IN DISTRIBUTIVE OCCUPATIONS

Firm Name	Address	Nature of Work	Dates Mo. Yr. to Mo.Yr.

EXPERIENCE IN TEACHING

School	Location	Subjects Taught	Dates Mo. Yr. to Mo. Yr.

I understand that reimbursement to local communities from State Vocational funds depends upon the accuracy of the above statements.

Signed _____

Course or Courses which are to be taught by applicant:

_____

_____

_____

_____

EMPLOYMENT RECORD (Other Than Teaching)	Dates of Employment				Length of Employment		NATURE OF WORK (Be very specific as to nature, type and job classification of work; e.g., Carpenter, machinist, auto mechanic, bookkeeper, shoe salesman, bank teller.)
	From		To				
Name and Address of Firm	Mo.	Yr.	Mo.	Yr.	Mo.	Yr.	

TEACHING EXPERIENCE	DATES OF TEACHING		GRADES OR SUBJECTS TAUGHT
Name and Location of School	From	To	

APPROVAL REMARKS _____

_____

_____

_____

_____

Signature of Supervisor

Subscribed and sworn to before me this _____ day of

_____, A. D., 194___, at _____
City or Place

_____

(SEAL) _____
(Notary Public)

_____
Director of Vocational Education

State Board for Vocational Education
216 East Monroe Street
Springfield, Illinois

Clip Small Photograph Here

SUPERVISOR'S RECORD CARD

VOCATIONAL TRAINING FOR VETERANS

Business Occupations - Trade and Industrial Occupations

Last Name | First | Middle | Residence Number and Street | City and State

Residence Phone | School in Which You Intend to Supervise | School Address

Type of Teaching Certificate Held | Place and Date of Birth | Are You a Citizen of the U. S?

SCHOOLS ATTENDED Elementary, High, College, Technical Name and Location of School	Length of Attendance		Courses Completed or Degrees Earned
	From	To	

SPECIAL TRAINING Courses Taken in Preparation for Teaching Name and Location of School	Number & Title of Course	Date of Attendance		College Credit Earned
		From	To	

G.I. - BT

BOARD FOR VOCATIONAL EDUCATION
216 E. Monroe Street
Springfield, Illinois

G.I.-Bus 8

VETERAN TRAINING

INDIVIDUAL PROGRAM AND PROGRESS RECORD

(Submit two copies to the Board for Vocational Education)

Trainee_____ Occupation_____ C. No._____

School_____ Date entering class_____

School Address_____ Record completion as follows: ☑ Partial ☒ Completed

ITEM NO.	LIST OF EXPERIENCES TO BE PROVIDED ON-THE-JOB	COMPLETED	ITEM NO.	LIST OF RELATED INSTRUCTION UNITS TO BE TAUGHT OFF-THE-JOB	COMPLETED

ITEM NO.	LIST OF EXPERIENCES TO BE PROVIDED ON-THE-JOB	COMPLETED	ITEM NO.	LIST OF RELATED INSTRUCTION UNITS TO BE TAUGHT OFF-THE-JOB	COMPLETED

Board for Vocational Education
216 East Monroe Street
Springfield, Illinois

GI Bus 8

VETERAN TRAINING

INDIVIDUAL PROGRAM AND PROGRESS RECORD
FOR BUSINESS OCCUPATIONS

Trainee _____ Occupation Shoe Store Mgr. C No. _____

School _____ Date entering class _____

School Address _____ Record completion as follows: ☒ Partial ☐ Completed

Item No.	List of experiences to be provided on-the-job	Completed	Item No.	List of related instruction units to be taught off-the-job	Completed
	Store Operation			Store Operation	
1	Receiving, inspecting,		1	Location and layout.	
	marking, and checking		2	Non-selling activities.	
	incoming merchandise.		3	Returns, complaints &	
2	Running stock.			adjustments.	
3	Taking inventory and		4	Receiving & marking.	
	stock records.			Merchandising	
4	Making out sales slips		1	Selling techniques.	
	for cash, charge & lay-		2	Merchandise information.	
	away sales.		3	Buying techniques.	
5	Store up-keep. SAMPLE		4	Customer demand.	
6	Handling customer com-		5	Market sources.	
	plaints and adjustments.			Sales Promotion	
7	Handling customer services.		1	Advertising copy and	
	Merchandising			layout.	
1	Maintaining basic stock.		2	Advertising media.	
2	Buying fashion mdse.		3	Sales letters.	

(June, 1946)

Item No.	List of experiences to be provided on-the-job	Completed	Item No.	List of related instruction units to be taught off-the-job	Completed
3	Determining customer		4	Window display.	
	requirement.		5	Interior display.	
4	Establishing customer rela-		6	Special promotions.	
	tion.			Control	
5	Measuring feet.		1	Store system.	
6	Fitting shoes.		2	Credits & collections.	
7	Using companies selling		3	Accounting.	
	policies.		4	Merchandise control.	
	Sales Promotion		5	Planning for future	
1	Preparing copy & layout for			operations.	
	ads.			Personnel.	
2	Preparing direct mail adv.		1	Job Instruction Training.	
3	Trimming windows.		2	Job analysis.	
4	Preparing mdse. for display.		3	Personnel selection.	
5	Creating & setting up		4	Human relations.	
	exterior display.				
6	Planning sales promotion				
	campaign.				
	Control				
1	Keeping financial records.				
2	Preparing summary records.				
3	Filing records.				
4	Keeping mdse. control records.				
	Personnel.				
1	Selecting of employees.				

Use additional sheets to outline full program.

VETERAN'S CLASS REGISTRATION

G. I.-Bus. 9

Name of veteran..... Age..... C-Number.....

Home address..... (Number) (Street) (City)

Circle highest grade completed: Elementary and High School 1 2 3 4 5 6 7 8 9 10 11 12 College 1 2 3 4

State semesters completed in Business Courses: In High School..... In College.....

Occupation for which veteran is training on-the-job .....

Is employer approved to provide training in this occupation? ..... (Yes or No)

Name of employing firm or establishment.....

Address ..... (Number) (Street) (City)

Veteran's total time of eligibility for training:.....years, ...months

Amount of eligibility for training used to date:.....years, ...months

Amount of eligibility remaining:.....years, ...months

Name of School..... City.....

Date.....194..... (Signed) ..... (Veteran)

Name of course..... Schedule of Class: From..... M. to..... M. on..... (Day of Week)

(Signed) ..... (Instructor)

Monthly Application For Payment For Veteran Training

G.I.—Bus.11

City .....

Date ..... 194.....

To the Board for Vocational Education
State of Illinois

The .....High School, District No. ..... in.....County, having carried on the Veteran Training in accordance with the Manual of Procedures issued by the Illinois Board for Vocational Education, hereby makes application for payment from the Veteran Training Funds in the total of $..... upon the basis of bills and invoices on hand for the cost of supervision and clerical help; cost of instruction; miscellaneous expenses; and cost of veterans' books, equipment or supplies for veterans enrolled in Veteran Training from..... 194..... to ..... 194....., inclusive, itemized and certified as follows:

1. Cost of Supervision and Clerical help..... $.....
2. Instructor's salary ..... $.....
3. Consumable teaching supplies ..... $.....
4. Miscellaneous expenses for—
   - (a) Telephone ..... $.....
   - (b) Postage ..... $.....
   - (c) Other office expense..... $.....

   $.....

   Sub-Total $.....
5. Cost of veterans' books, equipment or supplies .....$.....

GRAND TOTAL $.....

MONTHLY ITEMIZATION OF COSTS BY CLASSES

Name of Course	Section Letters	Number of Sessions	VETERANS		INSTRUCTIONAL COSTS	
			Number Enrolled at End of Month	Total Trainee Hrs.	Teacher's Salary	Consumable Teaching Supplies

BOARD FOR VOCATIONAL EDUCATION
Springfield, Illinois

Month____ ____ 194___

Sheet No._____ Of_____ Sheets

CLASS RECORD
VETERAN TRAINING IN BUSINESS

City_____ School_____ Name of Course_____ Section____

Date this class started_____ Class Schedule: From_____ M. to_____ M. Instructor_____

Hours of Day Day

NAME OF ELIGIBLE VETERAN	DATE OF ENTRY	C-NUMBER	DATES OF CLASS MEETINGS										Total Trainee Hours	Visit On-the-Job	Grade for Month	Other Training	Cost of Veteran's Books and Equipment
1																	$
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	
13																	
14																	
15																	
16																	
TOTALS	XXXXXX	XXXXXX													XXXXXX		$

B-18

SUMMARY FOR THE MONTH

Number of New Enrollees	Enrollment at End of Month	Total Class Hours	Total Trainee Hours

I hereby certify that the foregoing record is true.

_____
(School Official in Charge)

G. I.-Bus.10

INSTRUCTIONS

The Form G. I.-Bus.10 is to be used in each school so that an accurate class attendance record may be kept for every veteran. This data is to be compiled by the classroom instructor or local clerk. It is very important that the Form G. I.-Bus.10 be complete and accurate since the data on this form will be used as a check against the Form G. I.-Bus.11.

DIRECTIONS FOR COMPLETING THE FORM.

A. Sheet number—If more than one sheet is required for a section, number each sheet consecutively and indicate the total number of sheets submitted.

B. Month and Year—These refer to the calendar month and year covered by the report.

C. Name of Local Unit—Enter the city in which the school is located and the official name of the school.

D. Name of Course and Section Letter—Enter the name of the course being offered and the section letter. Data for each section should be reported separately. As each section is started assign letters alphabetically.

E. Date Started—Enter the date the section began operation.

F. Name of the Instructor—Enter the name of the instructor approved to teach this section.

G. Name of Eligible Veteran—The name of each eligible veteran must appear on the class record arranged in alphabetical order, placing the surname first, followed by the given name or initials.

H. Date of Entry—Place the original date (month, day and year) upon which the veteran entered the class. This information must appear each month for each veteran listed.

I. C-Number—This is very important and must appear after every veteran's name which is listed on the class record. The number can be obtained from the veteran's Form 1953 which is issued by the Veterans Administration. (Exception: If veteran has not yet been assigned "C" Number, use his serial number preceded by "X". When the "C" Number is available, use "C" Number.)

J. Dates of Class Meetings—Enter the dates that the class met during the calendar month. In this same group of columns opposite each veteran's name is entered his monthly attendance record. Each session that a veteran attends will be indicated by entering the number of class hours for that day. (Example: If the class is in session for three hours, enter the numeral "3".) If a veteran is absent, indicate by letter "A" and enter under the date of that class session. When a veteran drops out of the class enter the letter "D" after the last day he is in attendance.

K. Total Trainee Hours—Enter in this column the total of each trainee's hours of attendance at class meetings for the calendar month reported. This is obtained by adding the number of hours spent in class meetings by each veteran.

L. Visit On-the-Job—Whenever a school representative visits the establishment where the veteran is working for the purpose of coordinating the class instruction with the on-the-job training, it must be reported in this column. Indicate the number of visits during the calendar month by using the numeral "1" for once, "2" for twice, etc. opposite each veteran's name.

M. Grade for the Month—Enter the grade for each veteran to indicate his monthly progress. (Use "S"—Superior, "A"—Average, and "P"—Poor.)

N. Other Training—Enter the number of hours that the veteran received training through trade association meetings, sale conferences, visits to factories and buying centers, and other instructional meetings in his field of work. (Not otherwise included in class hours.)

O. Cost of Veteran's Books and Equipment—The amount of money spent each month for books, supplies, equipment and other articles used in the course of related instruction, which become the property of the veteran, is entered in this column opposite his name. The sum **cannot** exceed $50.00 per year for each veteran. Single items costing $5.00 or more must be approved **in advance** by the State Board for Vocational Education.

P. Totals—Enter the total trainee hours for each session of the class, the total trainee hours for the month, the number of visits to veterans' places of employment, the number of hours spent in other training, and the total cost of veteran's books and equipment.

Q. Summary for the Month—Enter the proper data as indicated for each column. (If more than one page is used for a section, summarize each page.)

R. Signature of School Official in Charge—The signature of the Superintendent, Principal, Director, Supervisor, or other designated official must appear on this form before monthly payment claim, Form G. I.-Bus.11, will be approved.

ONE COPY OF THIS REPORT DUE ON OR BEFORE THE TENTH OF EACH MONTH

To—Illinois Board for Vocational Education
216 East Monroe St., Springfield, Illinois

PROCEDURES FOR VETERANS TRAINING

IN

TRADE AND INDUSTRIAL OCCUPATIONS

Definition of Trade and Industrial Occupations

(1) Any occupation which directly functions in the designing, producing, processing, assembling, maintaining, servicing or repairing of any manufactured product; and (2) any public or other service trades or occupations which are not classified as agricultural, commercial, professional, or homemaking.

WHAT THE VETERAN MUST DO TO BECOME ELIGIBLE TO START TRAINING

APPLICATION FOR A COURSE OF EDUCATION

The veteran must submit a certified copy of his certificate of discharge and any proof of dependency to an office of the Veterans Administration or Illinois Veterans Commission where assistance will be given in filling out the proper form (Form 1950) for applying for eligibility to training. This form will then be mailed to the Veterans Administration, 366 West Adams, Chicago 6, Illinois.

CERTIFICATION OF TRAINING

The Veterans Administration will send to the veteran: Forms 1953A and 1953B which are copies of the "Certificate of Eligibility and Entitlement," certifying his eligibility for training and the amount of training to which he is entitled.

The veteran presents Forms 1953A and 1953B to the employer who will complete and sign them. The employer should then promptly submit Form 1953A to the Veterans Administration, 366 West Adams, Chicago 6, Illinois. Form 1953B should be retained by the employer for his files.

WHAT THE VETERAN DOES TO BECOME ELIGIBLE TO ENROLL FOR RELATED TRAINING IN SCHOOL

The veteran must secure from the Veterans Administration and present to the school official a supplementary Certificate of Eligibility and Entitlement. (School processing of this form is described on page T-19a.)

All forms and letters concerning an individual veteran must carry the veteran's claim number (C-No.) as shown on the original Certificate of Eligibility and Entitlement.

VETERANS TRANSFERRING FROM ONE SCHOOL TO ANOTHER SCHOOL

When a veteran wishes to transfer from one school to another school giving a similar course of training, it will be necessary for the veteran to secure a supplementary Certificate of Eligibility and Entitlement, Form 1953 or 7-1943a and b. To obtain the new certificate, the veteran must take the following steps:

1. Write a letter to the appropriate Sub-Regional Office of the Veterans Administration, stating the change desired and the reasons for the change. (Address of Sub-Regional Offices included in front of Manual of Procedures)

2. Attach securely to this letter a statement from the school he is leaving, showing the effective date of his discontinuance at that school and showing that he was in good scholastic standing at the time of his discontinuance.

3. Attach to the letter a statement from the school he is to enter showing that school's willingness to accept him as a student and the effective date of their acceptance. The veteran may enter the second school as of the stated effective date of their acceptance without waiting for the arrival of the new Certificate of Eligibility, provided the school is willing for him to do so.

4. When the new certificate does arrive, the veteran must present it to the authorized official of the school who should process it as for a new enrollment, including the certification of the information requested on the back of the Certificate of Eligibility and forward both to the Regional Office of the Veterans Administration, 366 West Adams Street, Chicago 6, Illinois

The school shall report immediately to the Veterans Administration Regional Office, 366 West Adams Street, Chicago 6, Illinois, the date of interruption or discontinuance of training of any veteran trainee.

WHAT THE EMPLOYER MUST DO TO BECOME ELIGIBLE TO PROVIDE TRAINING

METHODS OF MAKING APPLICATION FOR APPROVAL

Employers may use one of two methods in making application for approval of their establishments as training facilities for on-the-job training (including apprenticeship) under the provisions of Public Law 346. It is possible for employers to secure such approval:

1. On the basis of an individual application, or
2. Collectively through "blanket" application submitted under the auspices of
   (a) A trade association, or
   (b) In cooperation with a labor organization with which the employer had working agreements. In the latter case, application is generally made in the name of a Joint Apprenticeship Committee.

REQUESTS FOR APPLICATION FORMS

Employers, trade associations or joint apprenticeship committees, located outside of the City of Chicago, may request the necessary application forms and accompanying instructions from the local school administrator, director of vocational education, the designated local representative or county superintendent of schools. When requesting application forms, the occupation or occupations must be clearly stated so the proper forms are secured.

Employers, trade associations and joint apprenticeship committees, located in Chicago, should write to the State Board for Vocational Education, Room 1827, 176 West Adams, Chicago, Illinois, giving the information mentioned above and requesting the necessary forms.

FILLING IN AND SUBMITTING APPLICATION FORMS

Application forms should be filled in completely and in detail, giving all pertinent information. One set of forms may be used for several occupations in the Trade and Industry field. Each set of forms includes one copy of the information sheet entitled "Veteran Training" (G.I.-T 1), four copies of the application blanks (G.I.-T2), and one copy of a sample training outline (G.I.-T3).

The applicant may request the assistance of his local school official or county superintendent of schools in filling out his application and developing his training outline.

When the employer has completed his application material, he should submit to the local school official or county superintendent of schools three copies of the completed application form together with three copies of the training outline for each occupation for which approval is desired. A fourth copy of the application form and the training outline for each occupation should be retained by the employer.

NUMBER OF APPLICATIONS PER OCCUPATION

Only one application need be submitted for each occupation. It is not necessary to submit an additional application for each veteran being trained in the occupation for which approval is being requested.

One application form (G.I.-T2) may cover several occupations providing a separate training outline together with detailed information concerning the training personnel and training facilities is submitted for each occupation for which approval is desired.

THREE NECESSARY ELEMENTS TO SECURE APPROVAL

In reviewing all applications for approval of on-the-job training for veterans, the State Board for Vocational Education is guided by the principle that three basic elements must be present:

1. Adequate facilities and equipment for training.
2. Qualified personnel to do the training.
3. A detailed written outline of the proposed training.

MINIMUM REQUIREMENTS FOR TRAINING-ON-THE-JOB (INCLUDING APPRENTICESHIP)

The training-on-the-job programs must meet these standards:

1. The occupation for which training is established is in a recognized occupation, the learning of which requires 1000 or more hours (6 months) of on-the-job training plus related technical and supplementary shop instruction at the rate of 144 clock hours per year. The length of the training period shall not exceed the normally accepted time for acquiring proficiency in the occupation for which training is proposed.

2. The schedule of work processes is organized in logical sequence and includes the approximate time to be spent on each process.

3. The employer will place the veteran under the instruction and supervision of a fully trained and competent worker in the occupation who has demonstrated ability to instruct.

4. Adequate provision has been made for the necessary related technical and supplementary shop instruction. Instruction must not be less than 144 hours per year, be as closely related to the practical work as possible, and be given to the trainee at the time he is ready to use it.

5. A copy of the training program, including the on-the-job schedule of work processes and the related technical and supplementary shop instruction, be made available to the trainee.

6. The establishment has adequate facilities, personnel and equipment to effectively carry out the proposed training for the number of trainees employed.

7. The wages to be paid to the veteran for each successive period of training must not be less than those customarily paid in the establishment and the community to a learner in the same job who is not a veteran, and in conformity with State and Federal laws and applicable bargaining agreements.

8. The employer will furnish to the Veterans Administration such information as may be requested concerning wages paid to the veteran trainee.

9. The employer, the Joint Apprenticeship Committee, and/or the designated local school official will keep adequate records of the trainee's progress in his training on-the-job and in his supplemental technical instruction.

10. There must be a reasonable certainty that the job for which the veteran is to be trained will be available to him at the end of the training period.

In addition to the above, it is recommended that in establishments where labor unions are recognized, that on-the-job training programs shall be established and administered with the advice and counsel of a joint committee composed of representatives of employer and employee groups. This assures full cooperation of all concerned.

State of Illinois
Board for Vocational Education
Springfield, Illinois

VETERAN TRAINING INFORMATION

For Trade and Industrial Occupations
(Under Servicemen's Readjustment Act of 1944, P.L. 346 and Amendments)

> The controlling purpose of any educational program for veterans under the provisions of P.L. 346 and Amendments must be the training for a civilian occupation.

It is only by evidence of a written program that a definite course is being pursued in accordance with prescribed standards that the Veterans Administration may pay the veteran a subsistence allowance, which the law makes payable only while the veteran is enrolled in and pursuing such a course.

Each employer must outline a training program that will include: (1) A list of the various kinds of work to be learned on-the-job through practical experience, and (2) a list of technical information that is directly related to on-the-job experiences. This technical information is to be learned off-the-job. For some occupations, it may be advantageous or necessary to include a list of manipulative experiences that can be learned more effectively off-the-job. Examples: (a) Paperhanging for painters and decorators; (b) Turret lathe setup for machinists.

A complete training program may be conducted in one of the following two ways:

1. Type I - Cooperative

   Type I Cooperative program program provides for (1) the employer giving training in work experiences on-the-job and (2) schools giving training in technical information that is related directly to the work experience. Some shop work to supplement on-the-job experiences may also be given in a school.

   Arrangements have been made that will permit any public high school or public vocational school in Illinois to establish free courses of instruction relating to any trade or industrial occupation for veterans who are participating in an on-the-job training program. When such a course is established, an instructor will be employed who has had years of experience as a worker in the occupation to be taught and who has demonstrated his ability to instruct. Separate courses for each occupation may be established where there are one or more veterans to be taught. Classes may meet in any location that affords the necessary facilities.

2. Type II - Independent

Type II Independent program provides for (1) the employer giving training in work experiences on-the-job and (2) the employer giving training in technical information in an organized manner whereby such instruction is given off-the-job and the subject matter is related directly to on-the-job experiences.

Each employer should determine how his program is to be conducted and indicate Type I or Type II on his application form.

Employer's Responsibilities

An on-the-job training program means that the veteran and the employer have a mutual understanding that the veteran will be given work experience and instruction which will enable him to learn a specific occupation. It implies that the employer will provide the veteran with the opportunity to acquire the necessary performance skills and provide, or orrange for, the acquiring of job knowledge, technical information and other facts, which the veteran will need to learn in order to become competent on the job or in the occupation for which he is being trained.

Suggestions for Outlining a Training Program

If you have difficulty in analyzing the occupation and listing the various work experiences or in listing the technical information to be learned, seek assistance from one of the following:

1. Local or County Superintendent of Schools
2. Local Director or Coordinator of Vocational Education
3. Local Veterans Service Organization Officer
4. Apprentice Training Service Representative

Getting the Program Approved

When the employer has developed his training program, he should submit three copies of the application form (G.I.-T2) together with three copies of the training outline to the local or County Superintendent of Schools, who will review the program. Local school authorities are authorized to recommend the on-the-job training programs which conform to the minimum requirements.

The local school authority should then submit two copies of the application and two copies of the training outline to the Board for Vocational Education, 216 E. Monroe Street, Springfield. The third copy of the application and training outline should be filed by the local high school. A copy of the application and training outline should be retained by the applicant.

G.I.-T2

APPLICATION FOR APPROVAL TO TRAIN VETERANS
In Trade and Industrial Occupations

(Under Servicemen's Readjustment Act of 1944, P.L. 346 and Amendments)

Read all information on the enclosed mimeographed pages and the back of this form before filling in this blank or developing the training outline.

1. Proposed by _____
(Name of establishment or group proposing training)

2. Address _____
(Street) (City) (State)

3. Nature of business _____

4. Name of person to contact regarding application _____

5. Title _____ Telephone _____

6. Address, if different from above _____

7. List specific trade and industrial occupations for which you propose to provide a training program under Type 1 - Cooperative plan (described on Veteran Training Information sheet, form G.I.-T1).

List specific trade and industrial occupations for which you propose to provide a training program under Type II - Independent plan (described on Veteran Training Information sheet, form G.I.-T1).

MINIMUM REQUIREMENTS FOR TRAINING ON THE JOB (Including Apprenticeship)

The training-on-the-job programs must conform to the following standards:

A. The occupation for which training is established is in a recognized occupation, the learning of which requires 1000 or more hours (6 months) of on-the-job training plus related technical and supplementary shop instruction at the rate of 144 clock hours per year. The length of the training period shall not exceed the normally accepted time for acquiring proficiency in the occupation for which training is proposed.

B. The schedule of work processes is organized in logical sequence and includes the approximate time to be spent on each process.

C. The veteran must be placed under the instruction and supervision of a fully trained and competent worker in the occupation who has demonstrated ability to instruct.

D. Adequate provision shall be made for the necessary related technical and supplementary shop instruction, which instruction shall not be less than 144 hours per year, as closely related to the practical work as possible, and given off the job to the trainee at the time he is ready to use it.

E. A copy of the training program, including the on-the-job schedule of work processes and the related technical and supplementary shop instruction, be given to each trainee for his information.

F. The establishment has adequate facilities, personnel and equipment to effectively carry out the proposed training for the number of trainees employed.

G. The wages to be paid to the veteran for each successive period of training must not be less than those customarily paid in the establishment and the community to a learner in the same job who is not a veteran and in conformity with State and Federal laws and applicable bargaining agreements.

H. The employer will furnish the Veterans Administration any information as may be requested, such as the wages paid to the veteran trainee, and will furnish to the school officials or Board for Vocational Education any information as may be requested concerning the names, case numbers, progress, etc., of the veterans in training.

I. The employer, the Joint Apprenticeship Committee, and/or the designated local school official will keep adequate records of the trainee's progress in his training-on-the-job and in his related technical instruction.

J. There must be a reasonable certainty that the job for which the veteran is to be trained will be available to him at the end of the training period.

In addition to the above, it is recommended that in establishments where labor unions are recognized that on-the-job training programs shall be established and administered with the advice and counsel of a joint committee composed of representatives of employer and employee groups.

I have retained one copy for my file and I am submitting herewith **three copies of each** of the following:

a. Application for Approval to Train Veterans (G.I.-T2)

b. Training program including items 9, 10, 11, 12, 13, 14, 15 and 16 as shown in the enclosed sample on G.I.-T3. (Submit this on your own stationery. Retain one copy for each veteran trainee.)

The proposed training plan for veterans conforms to the **minimum requirements** listed above and is, to the best of my knowledge and belief, an accurate and complete statement of the program we intend to follow.

8. SIGNED _____ DATE _____

Title _____

I have reviewed the attached training outline(s) and (have investigated) / (am familiar with) the training facilities, and recommend approval of the same.

SIGNED _____
(School Official)

Title _____

This sample outline is intended to convey the idea of how an outline should be developed for any occupation in which veterans are to be trained. Sample outlines for other occupations will not be provided.

9. Name of Establishment _____

10. Address _____ (Street) (City) (State)

11. Occupation: Machinist

12. Number of fully trained employees in this occupation: 20

13. *Training Personnel: (Name and qualifications)

Albert Tegelkin, Shop Foreman. Nineteen years in the machinist trade: Four years as machinist with the Couper Tool Corporation, Chicago, Illinois; fifteen years with our company. Shop Foreman for the past six years.

14. *Training Facilities: (List major equipment and facilities)

Shop occupies approximately one-half of one floor of the Rex Building. Shop equipment includes:

5 drill presses	2 shapers	1 internal grinder
8 engine lathes	1 planer	1 cylindrical grinder
3 milling machines	2 surface grinders	1 tool and cutter grinder

*When this application is prepared by a joint apprenticeship committee or a group of employers and/or employees, submit the following in lieu of the information requested under items 13 and 14:

a) A list, in triplicate, of employers (names and addresses) who are recommended as having adequate facilities and qualified personnel to provide effective training.

b) A statement, in triplicate, to the effect that each employer has received a copy of the training program and has agreed to provide the training as outlined.

15. Training Outline:

List of Work Experiences to be learned on the job	**Approx. hours	List of Related Technical Instruction to be given off the job
Drill Press Operation	600	Types, sizes and uses of drill presses
Drilling		Cutting feeds and speeds
Reaming		Lubricants and coolants
Boring		Sharpening of drills
Counterboring		Calculation of R.P.M. of drills
Countersinking		Laying out for drilling
Spot Facing		Use of clamps and stops
Tapping		

(OVER)

15. Training outline (continued)

Engine Lathe Operation Centering Facing Straight turning Taper turning Chucking work Thread cutting Faceplate work	1500	Methods of locating centers Types and size of lathe dogs Lathe construction and care Types and uses of cutting tools Grinding of cutting tools Determining of R.P.M. and F.P.M. of work Threads and thread cutting Compound gearing
Milling Machine Operation Plain milling Face milling Angular milling Form milling Slotting Cutting gears Sawing Straddle milling Gang milling	1000	Safety precautions for man and machine Uses and kinds of milling cutters Determining feeds, speeds and depth of cut Methods of holding work Milling machine special fixtures Proper selection of cutters Drilling and boring Milling machine attachments and their uses Sharpening cutters
Grinding Operations Cylindrical and taper work on the plain grinding machine Straight and taper grinding on gears, bushings, cutters, gauges, etc., on the internal grinder Finishing work on the surface grinder Sharpening reamers, taps and milling cutters on the tool and cutter grinder	900	Types and uses of grinding machines Grades, structure, shapes, sizes of grinding wheels Uses of different type wheels Uses of cutting lubricant Speeds, feeds and depths of cut

(A similar breakdown must be included in the outline for all other work experiences in the occupation so the complete training program is described. The foregoing sample is a partial outline.)

16. Total Hours	8000	

**This refers to that part of the total training time that will be required to learn each of the various processes. Time spent on-the-job should be figured at the rate of 2000 hours for each year.

WHAT THE SCHOOL DOES TO AID THE EMPLOYER GET HIS PROGRAM APPROVED

PROVIDING FORMS FOR THE APPLICANT

The local school official or county superintendent of schools should furnish to the employer upon request, one copy of the sheet entitled "Veteran Training" (G.I.-T 1), four copies of "Application for Approval to Train Veterans" (G.I.-T2), and one copy of "Sample Training Outline" (G.I.-T3).

ASSISTING THE EMPLOYER DEVELOP HIS TRAINING OUTLINE

Employers may request the assistance of the local school official or county superintendent of schools in filling out their application and developing their training outlines. Many employers have difficulty in developing a satisfactory outline in that they fail to make a complete breakdown of the occupation, showing each of the work processes involved and listing the related technical information that is to be provided.

In giving assistance to the employer, the school official or county superintendent of schools should see that a detailed and comprehensive training outline is developed in which all the work processes involved in the training are listed and that related technical information is as closely related to the work processes as possible. Sufficient related technical information must be given in the training outline to assure 144 hours of instruction. Suggestions for organizing classes in the local public school can also be given to the employer at this time.

CHECKING THE EMPLOYER'S COMPLETED APPLICATION

When the employer has developed his training program and completed his application forms, he will return them to the local school official or county superintendent of schools from whom they are secured. The school official or county superintendent should review the application forms and training outlines and see that they are complete and comprehensive. If, when the Board for Vocational Education receives the forms, it finds them to be unsatisfactory, it becomes necessary to request the school official, who received the forms, to obtain additional information from the applicant. This delays the approval and creates additional work for all concerned.

The local school official or county superintendent of schools may find the following paragraphs of assistance in reviewing the forms. The number of each paragraph refers to the correspondingly numbered items on the application form (G.I.-T2) and the sample training outline (G.I.-T3).

1. The full name of the company, firm, trade association, or joint apprenticeship committee should appear. For example, (a) Smith Printing Company, (b) New York Refrigerator Service, (c) Illinois Association of Electrical Contractors, (d) Joint Apprenticeship Committee of the Cairo Machine Manufacturers.

2. The complete street address or route number, city and state should be given. Note: Applicants whose headquarters are located in a state other than Illinois should indicate such location, but also attach a list indicating the location of each facility in Illinois for which approval is desired.

3. The chief type of business, product manufactured, or service rendered should be shown.

4. The name of some one person within the organization should be given, to whom correspondence may be mailed, or who can be contacted for information relative to the application.

5. The title and telephone number where such persons may be reached should be shown in the spaces provided.

6. The address of the person to contact in regard to the application should be shown here if it is an address other than that of the establishment proposing training.

7. The actual job titles for which training is being proposed should be listed in the proper columns. Reference should be made, if possible, to the Dictionary of Occupational Titles, a copy of which is available in the various offices of the United States Employment Service. Such incomplete titles as "mechanic," "service and repair," "journeyman," etc., should be avoided.

   Occupations for which cooperative type training is being proposed should be listed in the left-hand column. Occupations for which independent type training is proposed should be listed in the right-hand column.

8. The authorized person within the establishment requesting approval should sign in the space provided. His title and the date must also appear with the signature.

9. The full name of the establishment requesting approval should appear at the top of the attached pages which contain information relative to the training outline, personnel and facilities.

10. The complete address (street, city, state) of the establishment requesting approval should be listed.

11. The specific occupation should be given to which the information regarding training personnel, training facilities, and training outline is to apply.

12. The total number of fully trained workers employed in this occupation should be stated.

13. The name, job title, and qualifications of the person who will direct the training should be listed. Example: John Doe, shop foreman, fifteen years as an auto mechanic, three years as shop foreman, graduate of the General Motors course for auto mechanics, special training in plant school of Carter Carburetor Company.

14. The items of equipment which will be utilized in the training of the veteran should be listed. This list should indicate that the employer possesses an adequate amount and variety of equipment to assure thorough training of the veteran. Bench and hand tools need not be listed. Some indication of the size of the building, shop, factory, etc., should be given.

15. A complete breakdown of the occupation for which training is proposed, showing each of the work processes involved, should be shown. This is a list of all the different work experiences or types of jobs that the veteran will perform in the course of his training-on-the-job. While the number of work experiences will vary with the occupation, the list should be detailed enough to indicate that the applicant has analyzed the job and has a clear conception of every part of it.

In the column headed "approximate hours," the number of hours which are to be devoted to training the veteran in the particular work process should be shown. For example, it may be shown that a unit of work will require 200 hours to learn. This does not mean that 200 hours will be spent on the particular unit before passing on to the next one. It means that a total of 200 hours of training will be given to the veteran on that particular unit of work sometime during the training period.

The third column should contain a listing of the related technical instruction which supplements the work experiences given to the veteran. It must include all of the information, "know how," theory, etc., which will assure that the veteran not only can do the job, but knows the whys and wherefores.

16. The sum of the number of hours indicated opposite each of the work processes should be given. This figure represents the total length of the training period. Approximately 2000 hours comprise a working year. Therefore, a training program of two years duration would approximate 4000 hours; three years, 6000 hours, etc.

RECOMMENDING THE APPLICATION

When the applicant submits his completed application forms and copies of his training outlines, the local school official or county superintendent of schools should carefully review the material. Before sending the two copies of the application form (G.I.-T2) and two copies of the training outline or outlines to the Board for Vocational Education, the school official should sign each of the application forms in the space provided for that purpose. This signature indicates to the Board for Vocational Education that the school official has (1) reviewed the training outline, (2) has either investigated or is familiar with the training facilities, and (3) that, in the opinion of the school official, both the outline and the facilities are of such caliber that the applicant should be approved as a training facility for the occupation or occupations listed.

WHAT THE STATE BOARD DOES IN PROCESSING THE APPLICATION

REVIEWING THE APPLICATION

After the school authority has reviewed the application and training outline of the applicant, two copies of the application form (G.I.-T2) and two copies of the training outline should be sent to the Board for Vocational Education for further action.

The Board for Vocational Education will, in reviewing the form, give consideration to the recommendation of the school authority who submitted the application. It may be necessary, in some instances, to make a further investigation of the facilities or secure additional information pertaining to the training outline.

If the Board for Vocational Education finds the application forms to be in order, and the necessary elements which assure a good training program are found to be present, a recommendation for approval will be made to the Educational Advisory Committee of the Office of the Superintendent of Public Instruction.

SECURING ADDITIONAL INFORMATION FROM LOCAL SCHOOL AUTHORITY

In instances where the Board for Vocational Education finds that the application is not satisfactory or requires additional information before approval can be recommended, a notification of what is required will be sent to the local school official who submitted the program. The local school official should then secure the necessary information from the applicant and forward the material to the Board for Vocational Education.

RECOMMENDATION OF APPROVAL

When the Board for Vocational Education recommends approval of a training program to the Educational Advisory Committee of the Office of the Superintendent of Public Instruction, a notification of the recommendation is sent to (1) the employer or organization making the application and (2) the high school best located to provide for the necessary related instruction of the program.

APPROVING THE PROGRAM

The Superintendent of Public Instruction, upon receipt of the recommendation of the Board for Vocational Education, approves the training program and notifies the Veterans Administration and the employer. The Veterans Administration then places the employer on the list of those approved to give training to veterans in the occupation covered by the approval. Continuance of approval is dependent upon adherence to the training program as outlined by the applicant.

APPROVING "BLANKET" APPLICATIONS

Applications submitted by a trade association or joint apprenticeship committee must be accompanied by (1) a list, in triplicate, of employers (names and addresses) who are recommended as having adequate facilities and qualified personnel to provide effective training, and (2) a statement, in triplicate, to the effect that each employer covered by the application has received a copy of the training program and has agreed to provide the training as outlined.

WHAT THE EMPLOYER MUST DO IN PROVIDING RELATED INSTRUCTION

PURPOSE OF RELATED INSTRUCTION

The purpose of supplementary shop and related technical instruction for veterans must be to assist the trainee in becoming proficient in the occupation for which he is being trained. The related instruction will be concerned largely with the "whys" of the job activities and include such technical information as is not normally taught on-the-job, but is a necessary part of the knowledge required of the fully trained worker.

STANDARDS FOR RELATED INSTRUCTION CLASSES

In training programs where the employer has indicated that he intends to provide the supplementary shop and related technical information, the instruction must be given (1) by a fully trained person who has demonstrated his ability to instruct, (2) in an organized manner whereby the classes are conducted off-the-job, (3) the subject matter must be directly related to the on-the-job experiences, and (4) a record must be maintained of the class schedules, subject content and trainee's progress.

SPECIAL COURSES OF RELATED INSTRUCTION

The employer may wish to include in his related instruction plan various short-term courses offered by manufacturers or specialized courses sponsored by employer or employee associations. Courses of this nature may be included in the training program if the subject matter is directly related to the on-the-job experiences.

SUPERVISION OF THE RELATED INSTRUCTION CLASSES

The local high school will make any necessary reports dealing with, and assist with the supervision of, the related training. The employer must make available to the local school official responsible for these reports, such information as may be required concerning the related instruction and the trainee's progress. At least one visitation to the employer's establishment per month by the school representative will be necessary to carry out these responsibilities.

ORGANIZING RELATED INSTRUCTION CLASSES

Related instruction should serve the same purpose regardless of whether the employer or school assumes the responsibility of offering it. It is suggested that the employer, in organizing his related instruction classes, follow the procedures outlined for the school classes in the following section.

WHAT THE SCHOOL SHOULD DO TO ORGANIZE RELATED INSTRUCTION CLASSES

SUGGESTED PROCEDURE FOR ORGANIZING CLASSES

The following outline of suggested procedures in organizing classes of related instruction is intended to be of assistance to the local school representative. It is not necessary that the identical sequence listed below be followed in organizing a class. These procedures are important and proper attention to each will contribute much to the organization of a related training program in which effective instruction is given. Each of the procedures listed is discussed in detail in this section.

1. Contact the employer regarding training needs.
2. Organize the course content.
3. Determine the class membership.
4. Interchange trainees between communities.
5. Select the instructor.
6. Submit the instructor's qualifications for approval.
7. Determine the size of the class.
8. Select the class meeting place.
9. Determine the class schedule.
10. Plan supervision of the training program.
11. Make reports on classes.

CONTACTING THE EMPLOYER REGARDING TRAINING NEEDS

The Board for Vocational Education, when it recommends approval of an employer's application, immediately notifies the employer and the local high school of this recommendation. The local school should immediately contact the employer regarding the related instruction needs, so that classes may be organized for the trainees during the early part of their on-the-job training. Organization of course content, selection of a qualified instructor and other factors may cause some lapse of time between the beginning of the veteran's on-the-job training and the beginning of related instruction in the school. Prompt action by the school in determining the training needs will eliminate or reduce to a minimum any delay in providing related instruction.

ORGANIZING THE COURSE CONTENT

Organization of the subject matter should, whenever possible, be a cooperative effort in which the school and a committee of employers and employees assist the instructor to develop and organize a course of study which supplements the veteran's on-the-job experiences. When joint committees are not established and two or more employers are pro-

viding training on-the-job in the same occupation, the school should organize a Craft Committee from whom assistance can be obtained in organizing and carrying on the program. Such Craft Committees should be composed of equal representation of employers and employees.

Special effort should be made to avoid the organization of general courses in trade mathematics, trade drawing, blueprint reading, trade science, etc. Instead of organizing classes by subjects, the related instruction should be developed around individual work experiences. For example, if the carpentry apprentice is to become skilled in rafter work, he must learn more than saw and hammer manipulations. He must learn to read specifications and take rafter details from building plans. These things should be taught in the related instruction class at the same time as the trainee is taught to lay out and fit the various rafters on-the-job. Instruction in laying out rafters will also include use of the steel square, mathematics and strength of building materials, etc., as they apply to rafters. Roof design would be taught as the apprentice progresses through his study of the various types of rafters.

Instruction given in this manner will apply directly to work experiences learned on-the-job and will, therefore, be more easily understood and readily used by the learner. Organizing instructional material by this method will result in a course in carpentry rather than in courses of blueprint reading, mathematics, science, etc. The same method of organizing instruction can, and should be, used for any of the trade or industrial occupations.

DETERMINING THE CLASS MEMBERSHIP

Classes should include only trainees learning one occupation or those who are learning an occupation closely allied to the one for which instruction is being offered. Those training in closely allied occupations should be accepted only when no other course can be provided, and if the trainee can definitely benefit from the instruction.

INTERCHANGING OF TRAINEES BETWEEN COMMUNITIES

Schools should accept veterans from neighboring communities and refer veterans to neighboring communities whenever it will save duplication of classes for small groups at either location. Mutual working arrangements will save organizing many small classes for veterans training in such occupations as watch repairing, baking, meat cutting, blacksmithing, etc. Small classes for even the more commonplace occupations may also be avoided if veterans are permitted and encouraged to attend classes in the neighboring town. In some areas the major town may be willing to conduct all of the classes for veterans for the towns within a reasonable radius.

SELECTING AND QUALIFYING INSTRUCTORS

The instructor of related classes for each occupation must be selected on the basis of skills and knowledge in the occupation to be taught. The special instructor must have had a minimum of four years of work experience beyond the learning period in the occupation for which the instruction is related and must have ability to instruct. Any related subjects teacher should possess such leadership qualities as to command the respect of his fellow workers in the occupation.

SUBMIT THE INSTRUCTOR'S QUALIFICATIONS FOR APPROVAL

The qualifications of all instructors must be approved by the State Board for Vocational Education before classes are started. Submit qualifications on a "Vocational Teacher's Record Card." These record cards will be provided upon request.

Regular vocational teachers who have been approved previously may be reimbursed to teach a maximum of six hours per week in the occupation for which they have been approved.

DETERMINING THE SIZE OF THE CLASS

The size of the class will, in many instances, be determined automatically by the number of veterans training in any one occupation. While there is no minimum number of students required for the organization of a class, it is desirable that the enrollment be at least four. Where only one or two trainees in a given occupation are available in the immediate vicinity, others may usually be enrolled from the surrounding localities. The maximum size of any class should not, of course, exceed the number that can be conveniently accommodated by the training facilities available. As a general rule, class enrollments should not exceed twelve persons.

SELECTING THE CLASS MEETING PLACE

A meeting place should be selected which will afford all the necessary facilities for carrying out the course of instruction as outlined. The course may include manipulative training for parts of some occupation as well as the related technical information. For example, paperhanging for painting and decorating apprentices. The meeting place may be in the school, an employer's establishment, or any other suitable location.

DETERMINING THE CLASS MEETING TIME

The meeting schedule most suitable to the trainees should be determined at the first meeting of the class. Classes should be scheduled over the entire year so the on-the-job experiences are continually being supplemented by related instruction. This will usually result in classes meeting for three-hour periods once a week. Where it is desirable to give more concentrated instruction at the beginning of the training, classes may be scheduled for a greater number of hours for the first few weeks. The schedule should be flexible enough to best meet the needs of the group and should be organized on a basis that will provide for a minimum of 144 clock hours of instruction per year.

VETERAN'S SUPPLEMENTARY LETTER OF ELIGIBILITY AND ENTITLEMENT

All veterans training on-the-job have applied for or have received a Certificate of Eligibility and Entitlement. A supplementary copy (duplicate) of this Certificate must be processed and returned to the Veterans Administration to authorize them to pay reimbursement for the costs of related instruction.

When a veteran enrolls for a course of related training that supplements his on-the-job training, the school should take up the veteran's supplementary (duplicate) Certificate of Eligibility and Entitlement, first making sure that it is properly filled out and signed by the veteran. This supplementary Certificate of Eligibility and Entitlement may be a single sheet V A Rehabilitation Form 1953, or a double sheet V A Form 7-1953a and 7-1953b. Either type is correct and valid.

Whichever form is presented by the veteran should be endorsed by the authorized official of the school and forwarded to the Regional Office of the Veterans Administration at 366 West Adams Street, Chicago 6, Illinois. All items regarding costs, including books, supplies, equipment etc., should be answered by the words, "As per terms of contract between the Veterans Administration and the Illinois State Board for Vocational Education."

If a veteran has an original Certificate of Eligibility and Entitlement, or has applied for one, he may be enrolled in school and the school will eventually be paid for costs from the date of enrollment. However, no payment will be made until the supplementary Certificate of Eligibility and Entitlement has been received, processed by the school, and returned to the Veterans Administration.

(Suggested sample which schools should duplicate in sufficient quantity to serve their needs)

C_____

Name_____

APPLICATION FOR A SUPPLEMENTAL CERTIFICATE OF ELIGIBILITY

1. Veteran's Request.....I hereby request a Supplemental Certificate of Eligibility to attend

_____
Public School or System
in conjunction with my approved Job-Training program in

_____
Occupation

Signature:_____
Veteran

2. School's Statement..... The above named veteran has been accepted for the following courses of training at_____

Name of Courses_____

Signature_____

Title_____
School Official

NOTE: When returning this form to the Veterans Administration it should be addressed to the attention of:

Veterans Administration
Registration Section, VR Div.
Att: VRRE
366 West Adams Street
Chicago, Illinois

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SUPERVISION AND COORDINATION OF THE VETERAN TRAINING PROGRAM

ACTIVITIES OF SUPERVISOR OR COORDINATOR

The school administrator should delegate to a qualified person the responsibility for supervising and coordinating the veteran training program. These activities will include:

1. Organize the related instruction classes as outlined under the heading "What the School Should Do to Organize Related Instruction Classes." (T-16)

2. Assist the instructors of related subjects by giving helpful suggestions and directions about teaching methods. Such instructors will usually need this help to better qualify them to conduct classes for adults.

3. Make periodic calls on employers for the purpose of observing processes, methods, and practices used on the job. This will enable the supervisor to assist teachers to effectively relate the class instruction to the needs of the worker. It will also enable him to gather suggestions for modifying and improving the instructional material used in the school.

4. Observe the teaching and offer advice concerning possible improvements.

5. Assist employers and others in the preparation of "Applications for Approval to Train Veterans."

6. See that records are maintained locally and that reports are transmitted to the Board for Vocational Education at stated intervals.

QUALIFICATIONS OF SUPERVISOR OR COORDINATOR

The effectiveness of the veteran training program is largely determined by the caliber of supervision given to the program. The school should select a supervisor who is qualified to successfully assume the responsibility of performing the activities listed. The person to be selected to supervise, should be from one of the following classifications (preferably in the order listed below):

a. Director of Vocational Education who meets the requirements of the State Plan for Vocational Education.

b. Supervisor or Coordinator of Trade and Industrial Education or Business Education who meets the requirements of the State Plan for Vocational Education.

c. Teacher of a course in Trade and Industrial Education or Business Education who meets the requirements of the State Plan for Vocational Education.

d. Exceptions:
When a local faculty includes none of the classifications listed above, a teacher may be selected who has had at least two years of teaching experience in the fields of industrial arts or business education and one year of work experiences in industrial or business occupations.

PLAN OF PAYMENTS BY THE STATE BOARD FOR VOCATIONAL EDUCATION

Monthly reimbursement to local schools for Trade and Industrial Education classes for veterans will be for actual expenditures.

1. For Instructor's Salary

   A class of four or more veterans will be reimbursed by the Board for Vocational Education to the extent of 100% of the salary of the instructor based on a maximum salary of $8.00 per session of three clock hours. If less than four veterans the maximum will be $2.00 per veteran per session of three clock hours.

   NOTE: Regular vocational evening classes with veterans and non-veterans enrolled will receive no reimbursement from this fund. Such classes are to be reimbursed by the State Board for Vocational Education out of regular vocational funds to the extent of 66 2/3% of the salary of the teacher. In no case should payment for any class be requested from both veteran training funds and regular vocational funds of the State Board for Vocational Education.

2. For Supervision, including Clerical Service

   Where a supervisor has been approved, the actual cost for supervision will be reimbursed at a rate not to exceed 10 cents per trainee hour of attendance in approved related instruction classes. These costs include only the salary of clerical help and of persons approved as supervisors or coordinators. In programs operating without an approved supervisor, actual cost of clerical service will be reimbursed at a rate not to exceed 5 cents per trainee hour of attendance.

   In no case can reimbursement be made to superintendents or principals from supervision funds. It is considered that superintendents and principals are responsible for general supervision of all educational activities conducted in schools under their jurisdiction.

3. For Consumable Instructional Supplies

   Actual cost up to $2.00 per month per veteran (maximum without prior approval in writing). This includes cost of consumable instructional supplies, rent on films, and educational materials, postage, and telephone.

4. For Books and Educational Supplies Which Become the Property of the Veteran

   Books, supplies, and equipment, including tools and other

articles, may be furnished to the extent of $50.00 per year for each veteran enrolled. Single items costing $5.00 or more must be approved in advance by the State Board for Vocational Education. Submit prior approval requests by letter, including complete description and cost of items concerned.

a. Such items will consist only of those which are required to successfully pursue a specific course that relates directly to the occupation in which the veteran is being trained.

   (1) Items which are commonly used for personal purposes, such as fountain pens, brief cases, typewriters, etc., and items such as laboratory coats and uniforms which are used for protection of clothing rather than of the person, as distinguished from such items as laboratory aprons and rubber gloves, will not be approved.

   (2) In those instances where an item is available in several prices, grades or qualities, approval will be given for only such quality and grade as will meet the requirements of the need for which the item is intended to serve.

FACILITIES FURNISHED BY THE SCHOOL

The school shall furnish without charge such of its own facilities and equipment as may be needed to conduct the program.

SUBSISTENCE PAYMENTS TO VETERANS

Subsistence payments to veterans will be paid directly to the Veterans by the Veterans Administration. The school or the State Board for Vocational Education has no responsibility for subsistence payments to veterans.

SUBMITTING RECORDS AND REPORTS FOR REIMBURSEMENT

The Veterans Administration has signed (May, 1946) a contract with the State Board for Vocational Education whereby the State Board is the training agency for veteran training in trade and industrial occupations in the State of Illinois, with the effective date retroactive to January 1, 1946.

Based on the terms of this contract, all records and reports concerning the instructional programs and the costs of such instructional programs will be made by the local high school to the State Board for Vocational Education, 216 E. Monroe Street, Springfield, Illinois. These reports will be made monthly on forms furnished by the State Board. The State Board for Vocational Education will reimburse monthly the local schools for costs of instruction in accordance with the state provisions for "Plan of Payments by the State Board for Vocational Education in Trade and Industrial Occupations," as stated on pages T-22 and T-23. Forms for making these reports are available from the State Board for Vocational Education, and will be forwarded upon request of the local school.

Subsistence payments to veterans remains the sole responsibility of the Veterans Administration.

SUMMARY OF REPORTS REQUIRED FOR VETERAN TRAINING

The following reports to the State Board for Vocational Education are necessary for maintenance of training standards and for claims for reimbursement.

1. Teacher's Record Card (Form G.I.-T4)

   Teachers' qualifications must be approved by the State Office before a class can be started. Two copies of the record to the State Office. One signed copy will be returned which indicates approval.

2. Supervisor's Record Card (Form G.I.-B.T.)

   Supervisors' qualifications must be approved before reimbursement can be made for salary. Two copies of this record to the State Office. One signed copy will be returned which indicates approval.

3. Individual Course and Progress Record (Form G.I.-T8)

   The school must retain and maintain one copy. Two copies due in State Office one month after veteran enrolls. Course outline must cover period from beginning of course to June 30, 1947.

4. Veteran's Class Registration (Form G.I.-T9)

   One copy completed by each veteran must immediately be sent to State Office. A copy may be retained by the school.

5. Class Record (Form G.I.-T10)

   One copy must be sent to the State Office at end of each calendar month. The report is due in the State Office on or before the 10th of the month following the period reported. One copy must be retained by the school.

6. Financial Report (Form G.I.-T11)

   Two copies must be sent to the State Office at end of each calendar month. The report is due in the State Office on or before the 10th of the month following the period reported. One copy must be retained by the school.

Any classes operated exclusively for veterans since January 1, 1946, are eligible for reimbursement from the Veterans Training Program Funds provided claim has not already been made for reimbursement from regular Vocational Education funds. All the forms listed above must be made out for each calendar month in which courses were in operation. Claims for reimbursement for courses operated prior to June 1, 1946, should be submitted immediately.

STATE BOARD FOR VOCATIONAL EDUCATION
216 EAST MONROE STREET
SPRINGFIELD, ILLINOIS

CLIP SMALL PHOTOGRAPH HERE

VOCATIONAL INSTRUCTOR'S RECORD CARD

VOCATIONAL TRAINING FOR VETERANS
TRADE AND INDUSTRIAL OCCUPATIONS

LAST NAME | FIRST | MIDDLE | NUMBER AND STREET | CITY AND STATE

RESIDENCE PHONE | SCHOOL IN WHICH YOU INTEND TO TEACH | COURSE WHICH YOU WISH TO BE APPROVED TO TEACH

TYPE OF TEACHING CERTIFICATE HELD | PLACE AND DATE OF BIRTH | ARE YOU A CITIZEN OF THE UNITED STATES?

SCHOOLS ATTENDED (GRAMMAR, HIGH SCHOOL, COLLEGE, TECHNICAL)	LENGTH OF ATTENDANCE	
NAME AND LOCATION OF SCHOOL	FROM	TO

SPECIAL TRAINING (VOCATIONAL EDUCATION COURSES TAKEN IN PREPARATION FOR TEACHING)	NUMBER AND TITLE OF COURSE	DATES OF ATTENDANCE		SEMESTER
NAME AND LOCATION OF SCHOOL		FROM	TO	

G. I. - T4

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Employment Record
(OTHER THAN TEACHING)

Name and Address of Firm	Dates of Employment From Mo.	From Yr.	To Mo.	To Yr.	Length of Employment Yrs.	Mos.	Nature of Work (be very specific as to nature and type of work, type machines used and extent on each; qualifying tests passed, or special licenses held)

Teaching Experience

Name and Location of School	Dates of Teaching From	To	Subjects or Grades Taught

_____
Signature of Teacher

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY

OF _____, A. D. 19____, AT _____
(CITY OR PLACE)

_____ _____. _____

(SEAL) _____

APPROVAL REMARKS _____

_____

_____

_____

_____
STATE DIRECTOR OF VOCATIONAL EDUCATION

State Board for Vocational Education
216 East Monroe Street
Springfield, Illinois

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SUPERVISOR'S RECORD CARD

VOCATIONAL TRAINING FOR VETERANS

Business Occupations -- Trade and Industrial Occupations

Last Name	First	Middle	Residence Number and Street	City and State

Residence Phone	School in Which You Intend to Supervise	School Address

Type of Teaching Certificate Held	Place and Date of Birth	Are You a Citizen of the U. S?

SCHOOLS ATTENDED Elementary, High, College, Technical Name and Location of School	Length of Attendance		Courses Completed or Degrees Earned
	From	To	

SPECIAL TRAINING Courses Taken in Preparation for Teaching Name and Location of School	Number & Title of Course	Date of Attendance		College Credit Earned
		From	To	

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G.I. - BT

EMPLOYMENT RECORD (Other Than Teaching)	Dates of Employment				Length of Employment		NATURE OF WORK (Be very specific as to nature, type and job classification of work; e.g., Carpenter, machinist, auto mechanic, bookkeeper, shoe salesman, bank teller.)
	From		To				
Name and Address of Firm	Mo.	Yr.	Mo.	Yr.	Mo.	Yr.	

TEACHING EXPERIENCE Name and Location of School	DATES OF TEACHING From	To	GRADES OR SUBJECTS TAUGHT

_____
Signature of Supervisor

Subscribed and sworn to before me this _____ day of _____, A. D., 194___, at _____
City or Place

_____

(SEAL) _____
(Notary Public)

APPROVAL REMARKS _____

_____

_____

_____

_____
Director of Vocational Education

INFORMATION FOR COMPLETION OF FORM G. I. -T8

1. List of Work Experiences

The list of work experiences to be learned on the job should be obtained from the veteran's employer and recorded on the left-hand side of the form. Each employer, when making application for approval of his establishment as a training facility for veterans, was required to prepare and submit such a list of on-the-job work experiences. The employer's copy of the training outline must be made available to the veteran trainee. When preparing this portion of the G. I. -T8 form, the instructor may give the responsibility for obtaining this list of the work experiences to the veteran.

2. List of Related Technical and Supplementary Shop Instruction

This list should be prepared by the instructor with the assistance of two or more persons who are competent workers in the occupation for which training is being offered. This list is an outline of the related instruction which the veteran will receive and should include in detail the units, items, or topics in which the learner needs instruction. This outline is a list of "what" is to be taught and not a list of books, pamphlets, or other sources of material which the instructor intends to use. This outline should include the material to be offered from the date of the veteran's enrollment in class to June 30, 1947.

3. Recording the Veteran's Progress

The progress of the veteran in related instruction must be recorded in the column at the right, opposite each unit, item, or topic. Periodically, the form should be given to the veteran or his employer, so that he may indicate the progress of the veteran in his work experiences learned on the job.

BOARD FOR VOCATIONAL EDUCATION
216 E. Monroe Street
Springfield, Illinois

G.I.-T8

VETERAN TRAINING

INDIVIDUAL PROGRAM AND PROGRESS RECORD

(Submit two copies to the Board for Vocational Education)

Trainee_____ Occupation_____ C. No._____

School_____ Date entering class_____

School Address_____ Record completion as follows: ☑ Partial ☒ Completed

ITEM NO.	LIST OF WORK EXPERIENCES TO BE LEARNED ON THE JOB	COMPLETED	ITEM NO.	LIST OF RELATED TECHNICAL AND SUPPLEMENTARY SHOP INSTRUCTION TO BE GIVEN IN CLASS	COMPLETED

ITEM NO.	LIST OF WORK EXPERIENCES TO BE LEARNED ON THE JOB	COMPLETED	ITEM NO.	LIST OF RELATED TECHNICAL AND SUPPLEMENTARY SHOP INSTRUCTION TO BE GIVEN IN CLASS	COMPLETED

Board for Vocational Education
216 East Monroe Street
Springfield, Illinois

GI-T8

VETERAN TRAINING

INDIVIDUAL PROGRAM AND PROGRESS RECORD

Trainee _____ Occupation _____ C. No. ___

School _____ Date entering class _____

School Address _____ Record completion as follows:

☐ Partial

☒ Completed

Item No.	List of Work Experiences to be Learned On the Job	Completed	Item No.	List of Related Technical and Supplementary Shop Instruction to be Given in Class	Completed
	DRILL PRESS				
1.	Drilling holes in thin work held on tables and/or parallels		1.	Types, sizes, and use of drill presses	
2.	Drilling with and without coolants		2.	Holding work for drilling	
3.	Drilling to center punch mark		3.	Oil drill press	
4.	Drilling to punch marks		4.	Adjusting table to height and swing	
5.	Use of jigs and gauges		5.	Table top protection	
6.	Drilling for tapped holes		6.	Drilling speeds and feeds	
7.	Counterboring for given depth		7.	Shifting work or drills to be concentric with scribed circle	
8.	Laying out work for drilling		8.	Calculating R.P.M. of drill	
	Partial Outline				
	LATHE WORK				
1.	Prepare stock for turning between centers		1.	Types, sizes and use of lathe	
2.	Mounting stock between centers		2.	Care of lathe	
3.	Facing to length		3.	Center drills and gauges	
4.	Rough turn diameters to plus 1/16		4.	Removing broken center drill	
5.	Setting lathe speeds		5.	Sizes of lathe centers	
	Partial Outline				

Item No.	List of Work Experiences to be Learned On The Job	Completed	Item No.	List of Related Technical and Supplementary Shop Instruction to be Given in Class	Completed
	MILLING MACHINE				
1.	Plain milling		1.	Types, sizes and uses of milling machines	
2.	Slab milling		2.	Safety precautions	
3.	Sawing		3.	Milling machine tools and equipment	
4.	Facing		4.	Fundamentals of measuring dials	
5.	Milling wide surfaces		5.	Operation of milling machines	

Partial Outline

	SHAPER AND PLANER				
1.	Using horizontal and vertical feeds		1.	Types, sizes, and uses of planers and shapers	
2.	Rough surfacing		2.	Oiling machine	
3.	Finish surfacing		3.	Grinding and setting tools	
4.	Horizontal surfacing		4.	Mounting work in vise	
5.	Vertical surfacing		5.	Use of surface gage in setting work	

Partial Outline

	GRINDING AND SHARPENING CUTTING TOOLS				
1.	Hand grinding on floor or bench machine		1.	Types, sizes and uses of drill grinding machines	
2.	Grind slitting saw		2.	Principles of sharpening a drill	
3.	Grind plain milling cutter		3.	Grinding drills for cast iron and steel	
4.	Grind side milling cutter		4.	Wheels for tool grinders	
5.	Grind end mill		5.	Grinding counterbore tools	
6.	Grind slab mill cutter		6.	Grinding milling cutters	

Use additional sheets to outline full program.

VETERAN'S CLASS REGISTRATION

G. I.-T9

Name of veteran.....Age..... C-Number.....

Home address.....
(Number) (Street) (City)

Circle highest grade completed: Elementary and High School 1 2 3 4 5 6 7 8 9 10 11 12 College 1 2 3 4

State semesters completed in shop or drawing: In High School.....In College.....

Occupation for which veteran is training on-the-job .....

Is employer approved to provide training in this occupation? .....
(Yes or No)

T-30

Name of employing firm or establishment.....

Address .....
(Number) (Street) (City)

Veteran's total time of eligibility for training:.....years, ...months

Amount of eligibility for training used to date:.....years, ...months

Amount of eligibility remaining:.....years, ...months

Name of School..... City.....

Date.....194..... (Signed) .....
(Veteran)

Name of course..... Schedule of Class: From.....M. to.....M. on.....
(Day of Week)

(Signed) .....
(Instructor)

BOARD FOR VOCATIONAL EDUCATION
Springfield, Illinois

Month_____ 194__

Sheet No._____ Of_____ Sheets

CLASS RECORD
VETERAN TRAINING IN TRADE AND INDUSTRY

City_____ School_____ Name of Course_____ Section_____

Date this class started_____ Class Schedule: From_____ M. to_____ M._____ Instructor_____

Hours of Day Day

	NAME OF ELIGIBLE VETERAN	DATE OF ENTRY	C-NUMBER	A	DATES OF CLASS MEETINGS									Total Trainee Hours	Visit On-the-Job	Grade for Month	Other Training	Cost of Veteran's Books and Equipment
1																		$
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		
13																		
14																		
15																		
16																		
	TOTALS	X	X														X	$

SUMMARY FOR THE MONTH

Number of New Enrollees	Enrollment at End of Month	Total Class Hours	Total Trainee Hours

I hereby certify that the foregoing record is true.

_____
(School Official in Charge)

T-31

G. I.-T10

INSTRUCTIONS

The Form G. I.-T10 is to be used in each school so that an accurate class attendance record may be kept for every veteran. This data is to be compiled by the classroom instructor or local clerk. It is very important that the Form G. I.-T10 be complete and accurate since the data on this form will be used as a check against the Form G. I.-T11.

DIRECTIONS FOR COMPLETING THE FORM.

A. Sheet number—If more than one sheet is required for a section, number each sheet consecutively and indicate the total number of sheets submitted.

B. Month and Year—These refer to the calendar month and year covered by the report.

C. Name of Local Unit—Enter the city in which the school is located and the official name of the school.

D. Name of Course and Section Letter—Enter the name of the course being offered and the section letter. Data for each section should be reported separately. As each section is started assign letters alphabetically.

E. Date Started—Enter the date the section began operation.

F. Name of the Instructor—Enter the name of the instructor approved to teach this section.

G. Name of Eligible Veteran—The name of each eligible veteran must appear on the class record arranged in alphabetical order, placing the surname first, followed by the given name or initials.

H. Date of Entry—Place the original date (month, day and year) upon which the veteran entered the class. This information must appear each month for each veteran listed.

I. C-Number—This is very important and must appear after every veteran's name which is listed on the class record. The number can be obtained from the veteran's Form 1953 which is issued by the Veterans Administration. (Exception: If veteran has not yet been assigned "C" Number, use his serial number preceded by "X". When the "C" Number is available, use "C" Number.)

J. Column A—This column is reserved for reporting the status of veterans who are apprentices. If the apprentice is registered with the Federal Committee on Apprenticeship use the letters "AR" and, if not, use the letter "A".

K. Dates of Class Meetings—Enter the dates that the class met during the calendar month. In this same group of columns opposite each veteran's name is entered his monthly attendance record. Each session that a veteran attends will be indicated by entering the number of class hours for that day. (Example: If the class is in session for three hours, enter the numeral "3".) If a veteran is absent, indicate by letter "A" and enter under the date of that class session. When a veteran drops out of the class enter the letter "D" after the last day he is in attendance.

L. Total Trainee Hours—Enter in this column the total of each trainee's hours of attendance at class meetings for the calendar month reported. This is obtained by adding the number of hours spent in class meetings by each veteran.

M. Visit On-the-Job—Whenever a school representative visits the establishment where the veteran is working for the purpose of coordinating the class instruction with the on-the-job training, it must be reported in this column. Indicate the number of visits during the calendar month by using the numeral "1" for once, "2" for twice, etc. opposite each veteran's name.

N. Grade for the Month—Enter the grade for each veteran to indicate his monthly progress. (Use "S"—Superior, "A"—Average, and "P"—Poor.)

O. Other Training—Enter the number of hours that the veteran received training through factory schools, manufacturers' representatives, or other specialists in his field of work. (Not otherwise included in class hours.)

P. Cost of Veteran's Books and Equipment—The amount of money spent each month for books, supplies, and equipment including tools and other articles used in the course of related instruction, which become the property of the veteran, is entered in this column opposite his name. The sum **cannot** exceed $50.00 per year for each veteran. Single items costing $5.00 or more must be approved **in advance** by the State Board for Vocational Education.

Q. Totals—Enter the total number of apprentices, the total trainee hours for each session of class, the total trainee hours for the month, the number of visits to veterans' places of employment, the number of hours spent in other training, and the total cost of veteran's books and equipment.

R. Summary for the Month—Enter the proper data as indicated for each column. (If more than one page is used for a section, summarize each page.)

S. Signature of School Official in Charge—The signature of the Superintendent, Principal, Director, Supervisor, or other designated official must appear on this form before monthly payment claim, Form G. I.-T11, will be approved.

ONE COPY OF THIS REPORT DUE ON OR BEFORE THE TENTH OF EACH MONTH

To—Illinois Board for Vocational Education
216 East Monroe St., Springfield, Illinois

Monthly Application For Payment For Veteran Training

G.I.—T11

City .....

Date ..... 194.....

To the Board for Vocational Education
State of Illinois

The .....High School, District No. ..... in.....County, having carried on the Veteran Training in accordance with the Manual of Procedures issued by the Illinois Board for Vocational Education, hereby makes application for payment from the Veteran Training Funds in the total of $..... upon the basis of bills and invoices on hand for the cost of supervision and clerical help; cost of instruction; miscellaneous expenses; and cost of veterans' books, equipment or supplies for veterans enrolled in Veteran Training from..... 194..... to ..... 194....., inclusive, itemized and certified as follows:

1. Cost of Supervision and Clerical help..... $.....
2. Instructor's salary ..... $.....
3. Consumable teaching supplies ..... $.....
4. Miscellaneous expenses for—
   - (a) Telephone ..... $.....
   - (b) Postage ..... $.....
   - (c) Other office expense..... $.....

$.....

Sub-Total $.....

5. Cost of veterans' books, equipment or supplies .....$.....

GRAND TOTAL $.....

MONTHLY ITEMIZATION OF COSTS BY CLASSES

Name of Course	Section Letters	Number of Sessions	VETERANS		INSTRUCTIONAL COSTS	
			Number Enrolled at End of Month	Total Trainee Hrs.	Teacher's Salary	Consumable Teaching Supplies
SUB-TOTALS					$	$

Subscribed and sworn to before me this.....

day of ....., A. D., 194.....

.....
School Official in Charge

.....
Notary Public

.....
Secretary Board of Education

UNIVERSITY OF ILLINOIS-URBANA
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